



DEPARTMENT OF THE NAVY

FLEET INTELLIGENCE CENTER EUROPE AND ATLANTIC
NORFOLK, VIRGINIA 23511-6690

FICEURLANTINST 5000.3F
11
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FICEURLANT INSTRUCTION 5000.3F

From: Commanding Officer, Fleet Intelligence Center Europe and Atlantic

Subj: FICEURLANT REGULATIONS AND PROCEDURES MANUAL (REGPROMAN)

1. Purpose. To promulgate revised policies, procedures and guidance for FICEURLANT.
2. Cancellation. FICEURLANTINST 5000.3E, FICEURLANTINST 5200.1, FICEURLANTINST 5210.1, FICEURLANTINST 5355.1, FICEURLANTINST 5110.1A, and FICEURLANTINST 12713.1 are cancelled and superseded by this instruction.
3. Effective Instructions. Instructions remaining in effect commensurate with the promulgation of the REGPROMAN are listed in FICEURLANTNOTE 5215 for ready reference.
4. Applicability. The REGPROMAN is applicable to the following personnel: officer and enlisted attached to FICEURLANT for duty; temporary additional duty; active duty for training; and civilian personnel in an official capacity for other than brief visits.
5. Action. Addressees shall insure that all personnel have a thorough knowledge of, are guided by, and comply with the contents of the REGPROMAN.

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Distribution: (FICEURLANTINST 5216.1F)
List I

ENCL (4)

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1000.1 -- CERTAIN 1001-1999 GROUP ARTICLES APPLICABLE TO
CIVILIAN AS WELL AS MILITARY PERSONNEL

Ref: a SECNAVINST 5210.11

1. GENERAL In accordance with reference a, the Navy List of Standard Subject Identification Codes, Major Numerical Subject Group 1000-1999 concerns only military personnel. However, since civilian employees as well as military personnel are assigned to FICEURLANT, certain articles in the 1000-1999 group of this Manual must, of necessity, apply directly or indirectly to civilian employees.

1000.2 -- ADMINISTRATION OF MARINE CORPS PERSONNEL

1. TYPES OF DUTY. Marine Corps personnel are ordered to report to FICEURLANT for duty.

2. COMMAND RELATIONSHIPS

a. MARINE CORPS SECURITY FORCE BATTALION, ATLANTIC MCSFBn PERSONNEL. The Commanding Officer, FICEURLANT is the CO/Reviewing Officer for Marine Corps Officers. The Reporting Senior for Marine Corps enlisted personnel is as required by current Marine Corps regulations, with the Senior Marine Officer (SMO), FICEURLANT as the Reviewing Officer. For those occasions when the reporting officer for Marine Corps enlisted is senior to the SMO, the Commanding Officer, Marine Corps Security Force Battalion, Atlantic will be the Reviewing Officer. FICEURLANT assigns Marine Corps personnel to duties and watches; the SMO, with approval of Commanding Officer FICEURLANT, coordinates with MCSFBn in administering leave and liberty. MCSFBn, with approval of Commanding Officer, FICEURLANT, promulgates uniform regulations, administers discipline when requested, maintains service records, prepares fitness reports, and processes administration, correspondence, and reports as required.

b. FMPLANT PERSONNEL. The Commanding Officer, FICEURLANT is the CO/Reviewing Officer for Marine Corps Officers assigned to the Imagery Interpretation Sub Team IIST. The Reporting Senior for Marine Corps enlisted personnel assigned to the IIST is as required by current Marine Corps regulations, with the Senior Marine Officer (SMO), FICEURLANT as the Reviewing Officer. For those occasions when the reporting officer for Marine Corps enlisted is senior to the SMO, the Assistant Chief of Staff, G-2, FMPLANT will be the Reviewing Officer. FICEURLANT assigns IIST personnel to duties and watches; the

SMO, with approval of Commanding Officer, FICEURLANT, coordinates with FMPLANT in administering leave and liberty. FMPLANT, with approval of the Commanding Officer, FICEURLANT, promulgates uniform regulations, administers discipline when requested, maintains service records, prepares fitness reports, and processes administration as required.

3. QUARTERDECK CHECK-IN PROCEDURES. Quarterdeck watch personnel will ensure that the following check-in procedures are followed:

a. Direct Marine Corps personnel reporting to FICEURLANT for duty or temporary additional duty to first report to the Marine Corps Security Force Battalion, Atlantic (MCSFBn), FMPLANT as appropriate.

b. When Marine Corps personnel return to FICEURLANT after being processed by MCSFBn/FMPLANT, log them in at the Quarterdeck; they are to be escorted first to the Senior Marine Officer and then to the Admin Office for processing.

4. ASSIGNMENT TO DUTY. The SMO coordinates Marine Corps personnel assignments with the Executive Officer using the appropriate Marine Corps Table of Manpower Requirement (TMR).

5. CHECK-IN/OUT PROCEDURES. Check-in/out procedures are as required for other personnel assigned to FICEURLANT, except that all Marine Corps personnel check-in/out with the SMO.

6. WATCH DUTIES. Marine Corps personnel will be assigned duties and watches appropriate to their grade, as are other assigned personnel.

7. LEAVE. Submit requests for leave through the chain of command for approval. The SMO will coordinate all leave requests with MCSFBn/FMPLANT as appropriate. All Marine Corps personnel check-in/out with the SMO. See Article 1050.1 of this Manual for further guidance.

8. FITNESS REPORTS. Submitted and prepared in accordance with MCO P1610.7B which is available from the SMO.

9. UNIFORMS/INSPECTIONS. The SMO establishes appropriate uniform for wear in coordination with MCSFBn/FMPLANT directives. Marine Corps personnel will stand inspections at FICEURLANT/MCSFBn/FMPLANT as directed by the SMO.

10. PHYSICAL FITNESS Marine Corps personnel assigned to FICEURLANT will maintain a high physical fitness within the standards established by SECDEFINST. The SMO tests all Marine Corps personnel on a semi-annual basis.

11. DUTIES OF THE SMO (SECDEFINST 1030.1). In addition to his regular duties, the SMO will carry out the following:

a. Serve as special advisor to the Commanding Officer for Marine Corps matters as directed.

b. Ensure the morale, welfare, and discipline of Marines assigned.

c. Provide career counseling for Marine Corps personnel.

d. Supervise the physical fitness of all Marine Corps personnel.

e. Ensure all training requirements established by MCSFBN/FMPLANT are satisfied, and report training accomplishments as required.

f. Serve on the FICEURLANT Awards Board when considering Marine officer award recommendations.

1000.1 -- DAILY PERSONNEL MUSTER AND MUSTER REPORTS

Ref: (a) Article 0708, U.S. Navy Regulations, 1973
(b) MILPERSMAN 3430153
(c) PERSUPPDETLANTFLTINST 1030.1

1. BASIC REGULATIONS. Reference a states in part: "The presence of all persons attached to the command shall be accounted for daily."

2. MUSTERING PROCEDURES

a. MUSTERING OFFICER AND PETTY OFFICERS. Directors and Special Assistants are to designate officers or petty officers, as appropriate, to hold musters each working day.

b. PERSONNEL ON BOARD (LESS FICEURLANT WATCH AND LANTFLT HEDSUPFACT WATCH/DUTY PERSONNEL). At 0715 each working day, mustering officers and petty officers will sight and account for all officer, enlisted and civilian personnel, including TEMADD and ACOUTRA personnel who are onboard. Musters will take place

on station in spaces prescribed by Directors and Spec.A. Assistants.

c. QUARTERDECK WATCH PERSONNEL. At 0715 each working day, personnel on watch at the FICEURLANT Quarterdeck are to report their presence by telephone to the officer or petty officer who normally masters them at FICEURLANT.

d. ACDUTRA PERSONNEL. The Senior Reserve Officer masters all ACDUTRA personnel on board and submits the report to the Reserve Readiness Officer OIR.. Report ACDUTRA personnel on the FICEURLANT Morning Muster Report FICEURLANT 1000/1.

e. LANTFLT HEDSUPPACT WATCH/DUTY PERSONNEL. FICEURLANT personnel assigned IAD to duty and watches under the cognizance of LANTFLT HEDSUPPACT will muster with that command.

1. NON-WORKING DAYS AND RELATED MUSTERING INFORMATION

a. QUARTERDECK WATCH PERSONNEL. On non-work days, Quarterdeck Watch personnel will muster in accordance with the procedures contained in FICEURLANTINST 1601.10.

b. FICEURLANT NIGHT SHIFT PERSONNEL. FICEURLANT personnel assigned to night shift duties will muster with the officer or petty officer in charge of the night shift, who prepares a feeder muster report for use by cognizant Directors.

4. MUSTER REPORT PROCEDURES

a. Mastering officers and petty officers will submit feeder muster reports to reach their respective Director or Special Assistant by 0730 each working day.

b. Directors and Special Assistants will submit composite feeder muster reports to reach the Admin Office by 0800 each working day.

c. The Administrative Department Head compiles feeder reports and submits the Command Muster Report to the Executive Officer by 0900 each working day.

5. PREPARATION OF MUSTER REPORTS

a. REPORTING ABSENTEES. Report all personnel who are not physically present at muster or have not been physically sighted by a responsible senior as an unauthorized absentee on FICEURLANT 1000/1, unless their absence has been previously

authorized by command authority. For the procedures outlined in references b and c, the Administrative Department is to report unauthorized absentees - PERSP/POST LANTFLT for preparation of appropriate service record entries.

b. SECRET//LANTFLT 3000.3F

1 Leave. Self-explanatory. Indicate date of return to duty in parentheses.

2 Liberty/ Shore Leave. Self-explanatory. Indicate hour and date of return to duty in parentheses.

3 Sick worker. Self-explanatory.

4 Sick

a For military personnel, "Sick List" refers only to personnel who are sick in Quarters or who are Sick at Home. It does NOT refer to military personnel who are hospitalized.

b For civilian personnel, "Sick List" includes personnel who are sick at home or who are hospitalized.

(5) CTO: Compensatory time off.

(6) TEMADD: Includes personnel who are on official TEMADD orders away from the command for any reason. Indicate the purpose of TEMADD in parentheses; e.g., (HOSP), (OFFICIAL BUSINESS), (SCHOOL).

7, Unauthorized Absence: Self-explanatory. Indicate time and date unauthorized absence commenced.

(8) Unauthorized Absentees Returned: Self-explanatory. Indicate time and date of return to duty.

1000.4 -- PLAN OF THE DAY

1. OFFICIAL DIRECTIVE. The Plan of the Day (POD) is an official directive published by the Executive Officer. It contains daily plans and orders for administration of the command, as well as announcements of general interest. Although the POD is UNCLASSIFIED to afford wide distribution, do NOT remove it from the command.

2. KNOWLEDGE OF THE INCIDENTS OF THE POD. All directorates receive copies of the POD. ALL personnel are individually responsible for reading the POD and for carrying it out.

3. NOTES FOR THE POD. Submit notes for the POD to the Administrative Office 10 star prior 1900 on the day before desired publication.

1000.5 -- ARMY AND AIR FORCE PERSONNEL

Ref. a MILPERSMAN '861327

1. ADMINISTRATION. See reference a for guidance on administration of Army and Air Force personnel assigned TAD to FICEURLANT.

1010.1 -- DAILY PERSONNEL INSPECTIONS

Ref. a, Article 0708, J.S. Navy Regulations, 1973

1. DURING MUSTER ON-STATION. Workload, the physical layout of the FICEURLANT building, and expediency combine to make it impractical to assemble officer and enlisted personnel at one location for daily Quarters for Muster. Division Officers will hold personnel inspections to ensure that military personnel present the highest standards of uniform dress, bearing, and appearance. See reference (a).

2. UPON REPORTING TO ASSUME A WATCH. The senior person present on watch at the Quarterdeck is to inspect subordinates when they report to assume a watch to ensure that their uniform dress, bearing, and appearance meet acceptable standards.

3. AT ALL TIMES. It is incumbent upon a senior to invite a subordinate's attention to any discrepancy in uniform dress, bearing, or appearance.

1010.2 -- COMMAND PERSONNEL INSPECTIONS

1. ANNOUNCEMENT. Details concerning Command Personnel Inspections are normally announced in the Plan of the Day at least one month prior to inspection. Time, date, location, uniform, and related information are included in the Plan of the Day to eliminate the need for a separate directive. When a Command Personnel Inspection is combined with a more elaborate

ceremony, such as a change of command, the Executive Officer will issue a FICELANT LTR containing detailed information.

2. SPECIFIC ACTIONS. The Administrative Officer will promulgate information concerning personnel inspections and will coordinate the assignment of presenting officers with the Executive Officer.

1020.1 -- UNIFORM REGULATIONS, DRESS, AND APPEARANCE

Ref: a, U.S. Navy Uniform Regulations NAVPUB 13000-1
b, COMNAVBASENOR/ALANT 1020.1A
c, MCO P1020.34C

1. GENERAL INFORMATION. COMNAVBASENOR establishes and controls uniform policies within the Tidewater/Annapolis Area and prescribes uniforms for the season, day, or special occasion which will provide the greatest uniformity of appearance (references a, and b refer). Additionally, the Commander in Chief, U.S. Atlantic Fleet periodically issues further guidance concerning the wearing of uniforms within the CINCLANTFLT Headquarters area.

2. GENERAL GUIDANCE

a. All military members of this command are representatives of the United States Government. Their dress, both in uniform and civilian clothes, and conduct are required to be such as to reflect credit upon themselves, the Navy service, and our country.

b. All Naval and Marine Corps personnel are to familiarize themselves with the uniform and grooming standards set forth in references (a) and (c), respectively. Additionally Department Heads/Division Officers will ensure that personnel under their cognizance comply with these standards.

3. DUNGAREE UNIFORMS. FICELANT personnel 2-1 through 2-6 are authorized to wear the dungaree uniform when engaged in work which would unduly soil or damage other uniforms. Wear this uniform only while in actual working spaces, or when traveling from the working space to the dining hall or BEQ/WDQ. It will not be worn while traveling between work and local residence. Under no circumstances are FICELANT personnel to wear dungarees along Hitcher Avenue between Sandy Road and Ingersoll Street in the CINCLANTFLT Headquarters area.

4. NAME TAGS. All personnel are to wear the name tag issued by FIELD PLANT with all uniforms, except full-dress.

5. AUTHORIZED UNIFORMS 100-100-100-100

a. When the black necktie is a required part of the uniform, all through and over personnel may remove it while in working spaces, except when directed otherwise by the Commanding Officer.

b. When the coat is a required part of the uniform, it may be removed within the confines of the FIELD PLANT building, unless otherwise directed by the Commanding Officer.

c. Button all shirt sleeves at all times, unless safety considerations dictate otherwise, or when directed by the Commanding Officer.

d. Navy women who are pregnant are to wear the maternity uniform commensurate with the prescribed uniform of the day when they submit verification from a medical doctor.

6. CIVILIAN CLOTHING

a. Officers and enlisted personnel are permitted to have civilian clothing in their possession at this command. Wear such clothing only when leaving the command; while participating in an exercise program; while on authorized leave of absence, liberty, or any off-duty status on shore; or when performing TEMADD and approval to wear civilian clothes has been granted in the orders. Make all courier runs in uniform, except in the case of overseas courier runs.

b. When civilian clothing is worn, personnel are to ensure that their dress and personal appearance are appropriate for the occasion and do not discredit the naval service. Current styles and fashions are authorized. The following are appropriate civilian attire for occasions such as picnics, athletic events, and other casual activities: tank top shirts, white undershirts worn as outer garments, cut-off shorts, flip-flops, thongs, shower shoes and sandals. At all other times, FIELD PLANT personnel are not to wear the above clothing within the confines of a military installation or when performing TEMADD.

c. Military personnel in civilian attire may wear only those items of the military uniform which do not present a unique marking or a distinct naval appearance, such as socks, gloves and underwear. Military personnel may not wear bridgcoats, overcoats, flight jackets, foul weather jackets and

other organizations, clothing with civilian attire. Subject trousers which are sold as part of the uniform working uniform if stenciled, are part of the uniform and thus inappropriate for wear as civilian clothing. Do not make any modifications of when performing T&AACD.

7. **UNIFORM NOTIFICATION.** The Plan of the Day advises personnel of seasonal uniform requirements and modifications.

1040.1 -- ENLISTED CAREER COUNSELING/RETENTION PROGRAM

Ref: (a) OPNAVINST 3120.14B, Art. 303.4
(b) CINCLANTFLTHTRSANALINST 1040.1C
(c) Navy Retention Team Manual, NAVPERS 10670

1. **DISCUSSION.** Retention of high quality personnel in adequate numbers to sustain a high level of combat readiness throughout the Navy is of primary importance. Therefore, a well-organized, professionally-managed retention program must exist. The "Retention Team" is the vehicle employed in achieving this objective. References (a) through (c) outline the Navy Career Information and Counseling Program and the Retention Team concept. The responsibility for retention, leadership and dissemination of information is vested in every PICEHLANT officer and petty officer. Every leader is expected to be a Career Counselor. Effective two-way communication within the chain of command is the key ingredient to high morale. The timely dissemination of accurate information to all hands ensures well-informed personnel and promotes a favorable work atmosphere.

2. **ORGANIZATION.** The Career Counseling program is under the direction of the Commanding Officer (Retention Officer), and managed by the Executive Officer (Assistant Retention Officer), through the Department Heads. Their primary advisor, responsible for implementation and management of the program, is the Command Career Counselor.

3. RESPONSIBILITIES

a. **EXECUTIVE OFFICER (ASSISTANT RETENTION OFFICER).** Responsible under the Commanding Officer (Retention Officer), for the overall management of the Counseling and Retention Program. Ensures that all officers are responsive to the needs of

enlisted personnel for accurate and timely career information. Exercises direct supervision of the Command Career Counselor.

b. DEPARTMENT HEADS. Responsible for the counseling and retention efforts within their respective departments.

c. DIVISION/BRANCH OFFICERS. The active participation and motivation of Division/Branch Officers is essential to an effective and successful retention effort. These officers are key members of the command retention effort in view of their daily contact with personnel under their cognizance. Because of genuine interest of Division and Branch Officers, subordinates are instilled with a feeling of personal interest and genuine concern for his/her well-being.

d. COMMAND CAREER COUNSELOR. Is to be a graduate of the 4-week Career Information and Counseling Course and will perform duties in accordance with reference (c).

e. DEPARTMENT CAREER COUNSELORS. Will advise Department Heads, Division and Branch Officers on the impact that regulations or policies may have on the retention program within their respective departments. Will ensure that required interviews are conducted in a timely and proper fashion.

4. CAREER COUNSELORS

a. Each Department Head, in consultation with the Command Career Counselor, will designate Department Career Counselors on a collateral duty basis. Department Career Counselors will be assigned in the Collateral Duties notice issued semi-annually.

b. Departmental counselors are to be highly-motivated, career petty officers in paygrades E-5 or above. Each counselor is to attend the Navy Career Information and Counseling Course.

c. Retention Team organization and responsibilities are contained in reference (a).

5. The Command Retention Team is to meet quarterly at the discretion of the Commanding Officer to review retention efforts.

6. The Command Career Counselor and Directorate Career Counselors are to meet with the Executive Officer monthly.

1630.2 -- JUNIOR OFFICER CAREER COUNSELING RETENTION PROGRAM

1. DISCUSSION. To encourage highly-qualified, motivated junior officers to pursue a naval career, it is essential to provide these officers with the information and guidance needed to intelligently make that career decision.

2. ORGANIZATION. The Junior Officer Career Counseling/Retention Program is under the direction of the Commanding Officer, and managed by the Executive Officer through the Directors.

1. PROCEDURES

a. The Commanding Officer, Executive Officer, Directors, and/or Department Heads are to systematically counsel all junior officers, of the rank lieutenant and below, regardless of their length of service. The counseling process begins when an officer reports on board and continues at regular intervals until detachment.

b. Conduct the counseling process in accordance with the following guidelines:

(1) Initial interview. Conduct within the first two weeks after the officer reports for duty, and direct primarily as familiarization between the interviewer and junior officer.

(2) Pre-rotation/separation interview. Conduct nine months prior to rotation or release from active duty. The counselor is to discuss the officer's performance and career potential with the Executive Officer prior to this interview. If appropriate, the Executive Officer is to contact the junior officer's detailer and discuss follow-on assignment plans. Additionally, the counselor is to provide advice to the officer concerning the next assignment. If the officer is not motivated toward an active duty career, inform the officer fully of the advantages and benefits of affiliation with the Naval Reserve program. Invite the spouse of the junior officer to participate in this interview.

4. RESPONSIBILITIES

a. Directors serve as counselors under the provisions of this article for all 1630 designator officers assigned to their directorate.

3. Counseling officers are to do the following:

1. Use the Junior Officer Counseling Record when conducting required interviews, maintain a file of all interviews conducted.
2. Be cognizant of all matters of professional interest which pertain to junior officer career development.
3. Directors/Department Heads, Division Officers are to strive, through day-to-day, example and informal counseling, to instill a sense of loyalty and honor, and an appreciation of naval customs and professional ethics in assigned junior officers.

1053.1 -- LEAVE REGULATIONS AND PROCEDURES

Ref: (a) MILPERSMAN 3020020
(b) MILPERSMAN 3020040, 3020060, 3020080, 3020250,
3020280, 3020340, 3020360
(c) SECNAVINST 7220.41

1. DEFINITION. Leave, as defined in reference (a), is the authorized absence of a member from a place of duty, chargeable against such member in accordance with the Armed Forces Leave Act of 1946, as amended.

2. LEAVE POLICY

a. Directors and Special Assistants will establish annual leave programs to ensure coordination of the leave schedule with commitments and to preclude excessive leave requests late in the fiscal year. To ensure maximum benefit from the objectives of annual leave programs for both the member and FICEURLANT, Directors are to provide the opportunity to take frequent periods of leave, including the opportunity to take at least one leave period of 14 consecutive days each year.

b. Personnel who decline to take leave when the opportunity is afforded are to be counseled that such refusal may result in the loss of earned leave at the end of the fiscal year.

3. AUTHORITY TO GRANT LEAVE

- a. REGULAR/EMERGENCY LEAVE. 1-30 days.

- FOR Executive Officer, Directors, and Special Assistants
APPROVED BY the Commanding Officer
- FOR all other officers.
APPROVED BY the Executive Officer
- FOR all enlisted.
APPROVED BY the Directors

b. REGULAR/EMERGENCY LEAVE. 31-60 days.

- FOR all officers, Special Assistants, and all requests for advance leave.
APPROVED BY the Commanding Officer
- FOR all enlisted.
APPROVED BY the Executive Officer

c. REENLISTMENT LEAVE

- APPROVED BY the Executive Officer for all enlisted

d. SEPARATION LEAVE

- APPROVED BY the Executive Officer for all personnel

4. NUMBER/PERCENTAGE ON LEAVE

a. Directors and Special Assistants are to ensure that sufficient personnel are retained onboard to accomplish continuing functions and emergencies.

b. During the Christmas/New Year holiday leave period, a maximum of 50 percent of Navy and Marine Corps officers may be on leave (including emergency leave) at any one time. Similarly, no more than 50 percent of FICEURLANT enlisted personnel may be on leave (including emergency leave) for the same period. The 50 percent limitation applies to each Directorate and staff office. The inclusive dates for this special leave period are usually established by higher authority and announced in the Plan of the Day. The intent of this special leave period is to permit each member to take leave which includes either Christmas or New Year's Day. No hard-and-fast rules are established at FICEURLANT concerning exact inclusive dates, as long as the 50 percent limitation is not exceeded and personnel desiring to take leave are afforded the opportunity.

5. TYPES OF LEAVE. Refer to reference 3 for the various types of leave: annual, emergency, separation, etc. and policy for granting.

6. SUBMITTING REGULAR LEAVE REQUESTS

a. WHEN. Submit regular leave requests to the approving official designated in paragraph 3 of this article no earlier than 45 days prior to the date the requested leave is to commence.

b. PRIORITY OF APPROVAL. Requests for leave are to be generally approved on a first-submitted, first-approved basis; except for the Christmas/New Year's Day holiday period when each Director is to gather leave requests, detail leave periods desired by all Directorate personnel, and submit that plan to the Executive Officer and Administrative Officer before Thanksgiving. If the number of leave requests for a given period of time exceeds authorized limitations, Directors are to give priority to personnel who have not taken leave recently.

c. PROCEDURES FOR MARINE CORPS PERSONNEL. The Senior Marine Officer coordinates leave requests for Marine Corps personnel assigned to FICSURLANT. Submit leave requests in accordance with Article 1000.2, paragraph 7 of this Manual. Marine Corps officer and enlisted personnel are to pick up their leave papers from the Senior Marine Officer, then return them to the SMO upon termination of leave.

d. PROCEDURES FOR NAVAL PERSONNEL

(1) In accordance with reference (c), the individual requesting leave is to prepare the regular leave request on NAVCOMPT Form 3065 (3PT) (Rev. 2-83). Use either ball-point pen or typewriter to complete the form. Complete block 1, blocks 3 through 10, and blocks 12 through 22, as applicable. The member's latest Leave and Earnings Statement contains the information necessary to complete blocks 17 and 18. Detailed preparation instructions are on the reverse side of the form (part 3).

(2) Route the leave request through the chain of command, including the Senior Watch Officer or Enlisted Watch Coordinator, as appropriate, to the approving official designated in paragraph 3 of this article.

(3) Deliver approved leave requests to the Leave Control Yeoman, in Admin, who assigns a leave control number.

4. Pick up approved leave requests Part 1, from the Leave Control Yeoman the day leave will commence; if leave commences on a weekend or holiday, pick up leave papers on the working day immediately preceding the weekend or holiday.

5. Personnel are to telephone or personally check out/in with the Quarterdeck. If checking out/in by telephone, complete blocks 27a and 27b, or blocks 28a and 28b of the NAVCOMPT Form 3065, as appropriate, and enter the name of the official with whom you checked out/in in blocks 27c/28c (OOD's or JOOD's signature). If personally checking out/in on the Quarterdeck, the OOD/JOOD is to complete block 27 upon member's departure on leave and block 28 upon member's return from leave. The JOOD Duty Log will be used to record commencement, termination of leave by telephone.

16. At the time the leave authorization is delivered to the member, the Administrative Office must temporarily withdraw enlisted meal passes for those personnel subsisting in kind, then return the same upon return of the completed leave authorization.

17. Naval personnel MUST complete and return Part 1 of leave papers to the Leave Control Yeoman the first working day following termination of leave. If leave papers are left on the Quarterdeck, the off-going OOD is to forward them to the Admin Office.

7. MEMBERS' RESPONSIBILITY. Personnel are to have possession of their leave papers at all times during periods of leave, and must be in the immediate vicinity of this command (residence from which member commutes daily to and from work) upon commencement and termination of leave.

8. DAY OF DEPARTURE/RETURN

a. Personnel are not to commence leave prior to the expiration of their normal working hours on a day of duty. If no duties are scheduled (i.e., Saturday, Sunday or holidays), personnel may commence leave anytime during the day; that day will be counted as a day of duty regardless of the hour checking out. The foregoing applies only in cases where personnel are granted leave not involving a change of station or emergency leave.

b. Personnel are to terminate leave at FICEURLANT when they commence their normal workday, or prior to 2400 on Saturday, Sunday or holidays; that day will then be counted as a day of duty.

9. CIVILIAN PERSONNEL. Leave policy for civilian personnel is contained in Article 1263) of this Manual.

1050.2 - LIBERTY REGULATIONS AND PROCEDURES

Ref: (a Article 1118, U. S. Navy Regulations, 1973
(b) MILPERSMAN 1030100, 1030150

1. DEFINITION. Liberty, as defined in reference (a) is "the authorized absence of an individual from a place of duty, not chargeable as leave."

2. LIBERTY AND LEAVE NOT COMBINED. In accordance with references a and (b), liberty may not be taken in conjunction with leave.

3. SUPERVISORY RESPONSIBILITIES. Authorized supervisory personnel must ensure that personnel are granted liberty, including compensatory time off which they are due, and that appropriate records are maintained for accounting, muster and related purposes.

4. TYPES OF LIBERTY AND AUTHORITY TO GRANT

a. EXTENDED WEEKEND LIBERTY. Extended weekend liberty is liberty that includes a national holiday which falls on a Friday, Saturday, Sunday, or Monday. When the holiday falls on a Friday or Saturday, extended weekend liberty commences at 1645 on Thursday preceding the holiday and expires at 0715 the following Monday. When the holiday falls on a Sunday or Monday, extended weekend liberty commences at 1645 on the Friday preceding the holiday and expires at 0715 the following Tuesday. Night shift personnel are authorized equivalent periods of extended weekend liberty. Personnel not required to be on board in a watch, duty or disciplinary status are authorized extended weekend liberty or night shift equivalent.

b. REGULAR LIBERTY. Regular liberty is a liberty period, not to exceed 72 hours, commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the next working day.

c. SPECIAL LIBERTY. Special liberty is liberty granted outside of regular liberty periods for unusual reasons e.g., compensatory time off, emergencies, voting, or observance of major religious events) requiring the individual to be continuously absent from work or duty, or for special

recognition. Special Liberty shall not exceed 72 hours, except in the case of 120 hours for 100% Liberty, and shall not be combined with normal Liberty structures for extended weekend holiday periods.

1. 72-hour libkrtf. Three-day 72-hour liberty is a special liberty period commencing at the end of normal working hours on a given day and expiring with the start of normal working hours on the third day (e.g., from Monday afternoon until Thursday morning). The usual length of a three-day special liberty is about 64 hours, but may be a maximum of 72 hours. When a three-day liberty employee only requests part of the time (i.e., Friday afternoon to Monday morning) with no scheduled working hours included, it equates to regular liberty. Department heads/Special Assistants are authorized to approve 72-hour special liberty requests.

2) 96-hour liberty. Four-day, 96-hour, liberty is a special liberty period commencing with the end of normal working hours on a given day, expiring with the start of normal working hours on the fourth day, and including at least two consecutive non-working days (e.g., Thursday afternoon until Monday morning). The usual length of a four-day liberty is about 80 hours, but may be a maximum of 96 hours. Division officers are authorized to approve 96-hour special liberty requests.

5. COMPENSATORY TIME OFF. Compensatory time off is liberty that is separate and distinct from other types of liberty. Compensatory time off is granted on an hour-for-hour or day-for-day basis to compensate military personnel for standing a watch, performing a task, or fulfilling a duty under certain circumstances during other than normal working hours. Division officers may grant compensatory time off for the reasons and under the conditions explained below:

a. NATIONAL HOLIDAY WATCH PERSONNEL. For personnel standing Quarterdeck watches on a national holiday, grant one full day of liberty (compensatory time off). Normally, this compensatory time off should be the first working day following the holiday, workload permitting. The following watches qualify:

- 1) OOL
- 2) JOOD
- 3) Ruling party, Messenger of the party.

It contains information that provides the means for recalling personnel in the event that such action is necessary. It also provides watch and stand-by personnel with a current listing of local telephone numbers. More information is contained in Article 5500.1 of this Manual.

c. ALPHABETICAL ENLISTED ROSTER. The alphabetical enlisted roster contains the following information: member's last name, first name and middle initial; rate, division or branch or code; telephone number; tour completion date by month and year; and badge number. Published as required.

d. CIVILIAN ALPHABETICAL ROSTER. Distribution includes officer, enlisted, and civilian personnel concerned. Published as required.

e. OFFICER AND GS-7 AND ABOVE) ROSTER. Distribution includes officers and GS-7 (and above) civilian personnel. The roster contains the following information listed alphabetically: officer's last name, first name, and middle name; rank; Regular or Reserve; local home address; wife's birthday; children's names; and day, month and year of children's births. Published quarterly.

f. ENLISTED ROSTER. Distribution includes members of the Enlisted Wives Club, the Ombudsman, and the Command Senior Chief. It contains information similar to that included in the Officer and GS-7 (and above) Roster. Published on request.

g. The following listings are also available in the PERSA File:

OFFICER PRECEDENCE LIST
ENLISTED PRECEDENCE LIST
ALPHA CLEARANCE LISTING
NTCC CLEARANCE LISTING
TOP SECRET CONTROL WINDOW CLEARANCE LISTING
ALPHA BADGE LISTING
NUMERIC BADGE LISTING
TELEPHONE LISTING
MAILROOM LISTING
ADDRESS LABELS
PIC ROSTER
PFT LISTING
URINALYSIS MEMO

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1.0000 -- REENLISTMENT AND EXTENSION OF ENLISTMENT

Ref: a, MILPERSMAN 10403G,
b, TRANSMAN (NAVPERK 1390)C,
c, OPNAVINST 100.3A
d) MAGPRCMA, Article 1040.1
e) OPNAVINST 610.1C

1. GENERAL. References (a, through e, and this article contain the policies and procedures established by the Chief of Naval Operations, Chief of Naval Personnel, and the Commanding Officer, FICELRLANT, concerning the reenlistment and extension of enlistment by naval personnel.

2. REENLISTMENT QUALITY CONTROL PROGRAM. A member may reenlist or extend his/her enlistment only if he/she meets the standards outlined in references (a,, c,, and e). The Commanding Officer may grant a probationary extension, in accordance with reference (c,, for selected petty officers who by their above average performance are well-qualified for continued naval service even though they have not met the professional growth standards established by references (a, and (c,,.

3. PROCEDURES

a. A member who desires to reenlist or extend his/her enlistment must submit a Special request Chit 13P6CIAW REQUEST/AUTHORIZATION, NAVPERK 1336/3) via his/her chain of command, the Command Career Counselor, and the Admin. Officer for the Executive Officer's approval. The special request chit should reach PSD at least 30 days prior to the expiration of current enlistment or extension. Submit original only. Members must include current PFT status and percent body fat on the request.

b. Supervisory personnel in the chain of command recommend approval or disapproval based on the member's performance and conduct while assigned to FICELRLANT, and should not normally base their recommendations on Service Record entries and related information received from previous duty stations. If disapproval of the request is recommended, the person recommending disapproval must attach a memorandum for the record stating the reasons for recommending disapproval.

c. Upon receipt of the request, the Command Career Counselor determines whether the member meets current reenlistment/extension requirements. If so, and the chain of command has recommended approval of the request, the member may reenlist. If the member does not meet current requirements, or the chain of command has recommended disapproval, the Admin

Officer and the Command Career Counselor shall consult with the Commanding Officer, Executive Officer and appropriate reporting head, advising them of the alternatives open to the command and the individual. The Command Career Counselor interviews the member to determine his/her motivation and the effect reenlistment or extension may have on the Navy's Reenlistment Quality Control Program, on FICBORLANT, and on the individual. A final decision is made by the Commanding Officer after all facts and alternatives are reviewed.

4. REENLISTMENT CEREMONY

a. Unless a member indicated in writing that he/she does not desire a reenlistment ceremony, all members who reenlist at FICBORLANT are to be accorded a reenlistment ceremony.

b. The ceremony will be conducted in the Commanding Officer's office or in the Auditorium.

c. Unless the member wishes a particular person to administer the reenlistment oath, the Commanding Officer administers the oath.

d. The immediate family, other relatives, and other guests of the member reenlisting may attend the ceremony. The member's Department Head, Division Officer, Branch Head, and other departmental supervisory personnel in the member's chain of command are also to be present.

e. The Photographic Services Division provides photographic coverage of the ceremony and delivers prints to the member.

f. The member is to be granted special liberty at the conclusion of the ceremony and authorized reenlistment leave up to the maximum entitled if the member so requests.

g. The Plan of the Day is to include reenlistment congratulatory notes.

h. The Command Career Counselor coordinates all aspects of the reenlistment ceremony and notifies all concerned of the time, location and requirements.

1300.1 -- CHECK-IN AND CHECK-OUT PROCEDURES

1. SCOPE. This article contains check-in and check-out procedures applicable to military personnel reporting to

FICELRLANT for duty, temporary additional duty, and active duty for training; on-loan military personnel without written orders, and civilian personnel reporting for employment or temporary additional duty. It does not pertain to visitors.

2. CHECK-IN PROCEDURES DURING NORMAL WORKING HOURS

a. PASS OFFICE. All Navy personnel reporting to FICELRLANT on PCS or TAD orders must check-in with the Atlantic Fleet Personnel Support Activity Detachment prior to checking in at FICELRLANT.

b. QUARTERMASTER MAILROOM. Ensure that Navy personnel have reported to PSD and Marine Corps personnel have reported to Marine Corps Security Force Battalion, Atlantic. Have the individual escorted to the FICELRLANT Mailroom.

c. ADMINISTRATIVE OFFICE. Coordinate duty assignment with the Executive Officer and the department to which the member is assigned. Ensure that addition is reflected on the roster board and muster report, and prepare a "welcome Aboard" note for the POD.

d. SECURITY CLERK. Provide security briefing; prepare FICELRLANT Security brief Form. Prepare appropriate permanent access badge. Ensure that the individual completes appropriate forms for inputs for the PERBA file for various FICELRLANT rosters. Contact the assigned sponsor to assist member during check-in and to escort the member to the various check-in points as listed below. Route the member's service record to the Admin Officer, SSO, and the appropriate Department.

e. PAO/PHOTO LAB. Take picture for badge and ensure that hometown News Release forms are completed.

f. CAREER COUNSELOR (ENLISTED ONLY). Conduct initial reporting interviews.

g. SENIOR WATCH OFFICER/ENLISTED WATCH CHIEF. Provide a brief on the watch bill and all other relevant matters.

h. DEPARTMENT. Department Head and Division Officer interview new member, review service record, and brief new member on duties of billet.

i. COMMANDING OFFICER/EXECUTIVE OFFICER. The Captain's Secretary schedules an interview with the CO/AO for a "welcome aboard."

j. NEW MEMBER'S RESPONSIBILITY. Ensure that check-in is complete. Ask questions when in doubt.

3. SPECIAL INSTRUCTIONS CONCERNING MARINE 17459 Personnel. See Article 1000.2 of this manual.

4. ACQUITA CHECK-IN. See Article 1071.1 of this manual.

5. CHECK-IN PROCEDURES AFTER WORKING HOURS. The Quarterdeck watch will follow the procedures described below:

a. Log time, date, and purpose for reporting in the log and/or OOD logs.

b. Advise Navy personnel reporting for duty or temporary additional duty to proceed to the Atlantic Fleet personnel Support Activity Detachment (PSD) for check-in, and then return to FICELRLANT at 0715 the next work day.

c. Advise Marine Corps personnel reporting for duty or temporary additional duty to first report to the Marine Corps Security Force Battalion, Atlantic for check-in, and then return to FICELRLANT at 0715 the next work day.

d. Do not issue access badge.

e. Advise all other personnel to return to FICELRLANT at 0715 the next work day.

6. INDOCTRINATION BRIEF FOR NEWLY REPORTING PERSONNEL. An Indoctrination Brief is conducted monthly. Announcement will be made in the Plan of the Day and by Memo to the Department heads when the Indoctrination Brief is scheduled. All new hire (new to civil service) civilian employees must attend New Employee Orientation training offered by CCPO on a monthly basis.

7. CHECK-OUT PROCEDURES

a. Military and civilian personnel check-out of equipment in accordance with offices/points of contact indicated on the FICELRLANT Check-out sheet form provided by the Mailroom. Additional check-out sheets that must be completed are as follows: PSD for Navy members, JCRU for civilian employees and the MCFMBAK for Marine members.

b. Members are to be given at least one day off from work immediately preceding their departure date to complete the check-out process.

c. It is not necessary for the Quarterdeck to note detachment in the JOOD/JOV Logbook.

d. The Quarterdeck will return the security badge obtained from the detaching individual to the Mailroom.

1300.2 -- COLLATERAL DUTIES. See FICELRLANTNOTB 1300.

1320.1 -- TEMPORARY ADDITIONAL DUTY AWAY FROM FICELRLANT

Ref: a) OPNAVINST 4650.11b
b) SUPERSINST 1320.60

1. TAD REQUEST INSTRUCTIONS

a. Upon determination that TAD is required or desired, the individual will prepare a TAD Request (FICELRLANT 4650.1) in accordance with instructions on the back of the form.

b. Circle the appropriate action items at the bottom of the TAD Request (items A through H). Of particular importance are blocks A, B and C. Circle "B" to receive advance payment. Additionally, note any special requirements for advance payments.

c. Personnel going TAD in CONUS must book their own airline and rental car reservations by calling AA/PFO at 444-2560. Members must also book their own hotel reservations. Annotate flight numbers, times, and cost on the Travel Itinerary (FICELRLANT 4650/2).

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poor connections, the Travel Office may authorize travel by air as more advantageous to the government. Before such certification can be made, a savings to the Government over commercial transportation must be realized. One-way travel between TAL points must reasonably be expected to coincide and terminate on the same calendar day.

b. The Commanding Officer may authorize a member to travel by POV for personal convenience. When a member travels by POV for personal convenience instead of by the normal mode of government or commercial, additional travel time which results from the use of a POV is chargeable as leave and accrues no pay item for the additional time to travel. Reimbursement for transportation in these cases is limited by statute.

c. Reimbursement for commuting from home to a TAL activity, while allowable, is to be granted only when it can be substantiated that the member has or will incur expenses for commuting to the TAL location significantly greater than the amount which the member would normally experience commuting to FICELRLANT.

4. FOREIGN TRAVEL. Submit request for travel to overseas locations to the Admin Office at least 45 days prior to departure date, except under unusual circumstances. The long lead time allows the Admin Office sufficient time to comply with reference (a) in processing theater clearances and itinerary messages required for overseas travel. Coordinate all foreign travel with the Admin Office. TAD orders involving foreign travel in Western European and NATO countries must include valid Travel Orders in accordance with reference (a). The traveler must obtain a visa if required.

5. UPON COMPLETION OF TAL

a. The traveler must submit the travel claim DD 1354-2, DD 1351-3, within ten working days after TAL is terminated to the FICELRLANT Comptroller; the Comptroller reviews the travel claim and forwards it to PSD for settlement.

b. If advance funds are to be repaid, the traveler has 15 days to comply. If additional funds are forthcoming, the Administrative Office will pick up checks and contact the traveler. The Comptroller reviews travel payments, and turns original travel claims and checks over to the traveler.

1330.1 -- PERSONNEL REQUESTS AND CHAIN OF COMMAND

1. UNKNOWN. The term "Personnel requests" pertains to written communication, letter, memorandum, special request chit, etc., originated by personnel at F. CHURCHMAN and intended for review and decision by higher authority.

2. CHAIN OF COMMAND. Route personnel requests via the chain of command. The chain of command varies from request to request based upon the information contained in a particular request and the level of authority empowered to make a final decision. Internally, the chain of command normally consists of the following in the order listed:

- a. Immediate supervisor
- b. Branch Officer,
- c. Division Officer,
- d. Department head,
- e. Command Master Chief, Career Counselor,
- f. Admin. Officer,
- g. Executive Officer, and
- h. Commanding Officer.

3. POLICIES

a. All Special Request Chits requiring C/A approval must be routed through the Admin. Officer. Chits are to include supporting documentation, and PFT status/percent body fat.

b. Requests will be reviewed and forwarded promptly through the chain of command to the appropriate level for decision. When a request is not approved or recommended for approval, the reason must be clearly stated.

c. No individual in the chain of command, who is not empowered to make the final decision concerning the request, will, through intent or neglect, delay, file, or return any request. In case of doubt, ensure that the request is forwarded to the next senior in the chain of command.

1420.1 -- OFFICER PROMOTION CEREMONIES

1. PROCEDURES

a. The Administrative Officer coordinates completion of the necessary paperwork, arranges for the promotion ceremony, and ensures an appropriate announcement of the ceremony is placed in the Plan of the Day.

b. Officer promotion ceremonies take place in the Commanding Officer's office or in the Auditorium.

c. The immediate family, other relatives, and other guests of the officer being promoted are cordially invited to attend the ceremony. Usually, guests will have a courtesy visit with the Commanding Officer 10 minutes prior to the ceremony. The officer's Department head and other officers in the chain of command who are senior to the person being promoted (individual's Division Officer, branch officer, etc.), are to be present.

d. Photographic Services provides photo coverage of the ceremony and makes photographic prints for the member and the PAO Bulletin board.

e. The Administrative Officer ensures promotion congratulatory notes are published in the Plan of the Day.

1500.1 -- COMMAND TRAINING PROGRAM

Ref: a FICEURLANTINST 1601.1D
b, OPNAVINST 1500.22C
c, REGPROMAN, Article 1571.1
d, OPNAVINST 3120.12B

1. GENERAL

a. The FICEURLANT Command Training Program is all-encompassing insofar as available time, funds, training facilities, and instructors permit. It includes training received in-house and externally.

b. The purpose of the program is to provide military and civilian personnel with the maximum feasible opportunity for professional growth. The program is based upon the premise that personnel are qualified to perform their present duties, that they can and will improve their qualifications through various training endeavors, and that the successful accomplishment of a mission is to a very large degree dependent on the quality and quantity of training each individual receives.

c. The following paragraphs discuss the various parts of the FICEURLANT Command Training Program.

2. ON-THE-JOB TRAINING. Basic to the successful accomplishment of a mission is that each person receives on-the-job training in the performance of daily tasks. Supervisors are to use the "Teach, Show, Supervise, and Review" method of instruction so that personnel attain and maintain mastery over every detail of every task assigned to them.

3. CROSS-TRAINING. In addition to personnel receiving daily on-the-job training in their present duties, it is command policy that each person at FICEURLANT receive supervised, frequent cross-training in at least one other military billet or civilian position. Cross-training should be in a billet/position at least equal to, and preferably one or more grades higher than, the billet/position presently filled by the person receiving cross-training. Civilian personnel should receive cross-training in related civilian positions. Enlisted personnel should receive cross-training in related enlisted billets, except that Master and Senior Chief Petty Officers should be cross-trained to fill junior officer billets. A dynamic cross-training program insures that personnel can absorb the tasks assigned to a billet/position during the absence of

the incumbent because of leave, temporary additional duty, illness, etc. Cross-training also assists personnel to qualify for promotion and advancement.

4. WATCH-INDOCTRINATION TRAINING. Officer and enlisted watch personnel receive one or more periods of watch-indoctrination training. Reference a contains detailed information concerning the duties training of personnel being indoctrinated to stand FICEURLANT watches.

5. NAVY CORRESPONDENCE COURSES. Personnel are encouraged to work on one or more Navy Correspondence Courses which are ordered through PERSUPPET LANT:LT ISO.

6. PROFESSIONAL AND GENERAL READING. Personnel are encouraged to maintain a personal program of professional and general reading.

a. All personnel may review general publications Navy Regulations, PAYPERSMAN, MILPERSMAN, Manual for Courts-Martial, JAG Manual, etc.) located in the Administrative Office. Personnel may check-out administrative publications provided they are available for recall when needed. Publications may NOT be removed from the building.

b. All personnel must have a working knowledge of the FICEURLANT REGPRO Manual and other FICEURLANT instructions and notices of general applicability to officer, enlisted and/or civilian personnel.

c. All personnel must read the Plan of the Day.

7. GENERAL MILITARY TRAINING GMT;

a. Reference (b) requires each ship and station to conduct a continuing General Military Training Program to:

(1) Prepare Navy personnel to fulfill the obligations of their oath of service, and

(2) Provide guidance and information on matters affecting their welfare, both as citizens and as members of the Navy.

b. As an integral part of the FICEURLANT Command Training Program, Navy personnel in pay grades E-6 and below assigned to FICEURLANT for duty or for extended periods of temporary

additional duty are to receive General Military Training conducted on a regular basis, totaling one hour per month of formal instruction.

c. The Command Training Officer, through the Directorate Training Assistants, is to coordinate and monitor General Military Training endeavors.

d. Instructors are available both from within FICOURANT and from other activities in the Tidewater/Hampton Roads Area.

e. Personnel are to submit information concerning time, location, topic of instruction, and instructor to the Admin Office at least one day prior to the scheduled GMT for publication in the Plan of the Day.

f. General Military Training subjects taught at these training sessions include, but are not limited to, advancement; alcohol abuse; blood donorship; equal opportunity; savings bonds; Veterans affairs; voting, career information; Cash Awards Program; civil laws, including traffic laws, Code of Conduct; drug abuse; education opportunities, including service-connected and off-duty programs; Enlisted Evaluation System; enlisted programs available Navy-wide; leadership; legal assistance; CHAMPUS; safety; personnel qualification standards; small arms training; V.O. prevention; physical fitness; Better Naval Writing; and the UCMJ.

g. Although GMT is primarily Navy-oriented, FICOURANT Marine Corps and civilian personnel are cordially invited to attend any GMT training sessions.

8. PERSONNEL QUALIFICATION STANDARDS (PQS). Although personnel achieve some PQS training at General Military Training sessions, the primary responsibility for ensuring that personnel receive PQS training rests with the Department Head.

9. GROUP TRAINING CONCERNING ADVANCEMENT. Personnel are encouraged to engage in group study to help them prepare for advancement. Normally, group study should take place only during off-duty hours. However, during the month preceding a service-wide examination, personnel may engage in group study not to exceed three working hours per week per individual.

10. IN-HOUSE ADP TRAINING

a. DATA MANAGEMENT SYSTEM TRAINING. The Data Base Administrator, Computer Systems Management Department, will

conduct a two-week course in the use of the computer for management system use in the maintenance of WICJURLANT computer files. Attendance at these courses is mandatory for officer, enlisted, and civilian personnel who work with these data files.

b. VIDEO TRAINING. The Computer Services Department maintains a library of video training courses to provide requisite ADP training to its personnel. Because of the specialized nature of these courses, the Division Officer controls their use. All non-DS personnel will direct requests to the Computer Services Department head.

11. ACTIVE DUTY FOR TRAINING. See reference c.

12. QUARTERS. All training begins at Muster on Station (Quarters) at which time officer and enlisted personnel by department, division or branch assemble briefly prior to starting the day's routine. Seniors can observe not only the outward appearance of juniors, but also their attitudes and the general atmosphere. Seniors conduct daily personnel inspections, read the Plan of the Day, and pass down instructions.

13. OUT-OF-COMMAND TRAINING FOR MILITARY PERSONNEL

a. The Operations Training Officer will act as liaison between the Command and various training commands in obtaining quotas for external military training. The Operations Training Officer will also be available to discuss and act on division training requirements and goals.

b. It is the responsibility of the individual desiring external training to submit a special request card, memorandum via the appropriate chain of command. Subsequent to command approval, the Operations Training Officer will obtain the necessary quotas, as available. Exceptions to the special request card process will be considered by the Executive Officer.

c. Consideration must be given to the necessity of desired training and TAB costs to the command. Since local training generally entails no cost to the command, these requests are likely to be approved, based upon the need for training and shop workload.

14. CIVILIAN TRAINING

a. The Civilian Training Coordinator handles all external

training for civilian personnel. Once a course has been approved within FICGURLANT, the Coordinator type, a DD Form 1556, routes it for cognizant Director's signature, and forwards it to the school for registration.

b. The Civilian Training Coordinator distributes calendars delineating training courses to the directorates.

c. All eligible personnel, wishing to attend any training courses, must submit their request via the chain of command to the Executive Officer for approval.

15. TRAINING PROVIDED BY CONSOLIDATED CIVILIAN PERSONNEL COMMAND NORFOLK. Occasionally, the Consolidated Civilian Personnel Command offers courses to FICGURLANT personnel in addition to those sponsored by TCPO and OPM. Procedures to handle such courses and related action are the same as in paragraph 14 above.

16. TRAINING PROVIDED BY THE NAVAL STATION, NORFOLK. The Training and Education Division, Naval Station, Norfolk, sponsors a continuing series of training courses and programs, during and after normal working hours. All commands in the Tidewater/Hampton Roads Area are authorized to participate in these training endeavors. They include, but are not limited to, high school and college level General Educational Development, Writing, English, and Mathematics.

17. COLLEGE AND HIGH SCHOOL OFF-DUTY EDUCATIONAL PROGRAMS. Some colleges and high schools in the Tidewater/Hampton Roads Area offer off-duty educational programs and courses. These courses are listed in local newspapers and in the Plan of the Day. PERSUPDET ESO handles all actions on VA benefits, tuition aid, etc., for these programs.

18. TECHNICAL AND SPECIAL JOB-RELATED EXTERNAL TRAINING. IBM, other companies, and certain colleges and schools conduct technical and special training. Further information is available from Division Officers.

19. FICGURLANT COMMAND TRAINING PROGRAM. The various training programs and courses discussed in paragraphs 2 through 18 constitute the FICGURLANT Command Training Program. The Command Training Officer, through the Directorate Training Assistants, coordinates all training programs which are not directly managed by individual Directors and Special Assistants. The Command Training Officer and Directorate Training Assistants are to follow the guidelines in references (b) and (d) in performing their duties and responsibilities.

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1500.2 -- PHOTOGRAPHIC LAB : 1500 27-11.1

1. GENERAL. The photographic facilities within FICZURLANT are to accomplish official Navy photographic. Therefore, only authorized personnel are to use FICZURLANT equipment and supplies.

a. Photogrammetrists, their designated strikers, photographic officers, and in such personnel designated by the Commanding Officer are authorized personnel.

b. Authorized personnel are prohibited to use official Navy equipment and material outside the confines of FICZURLANT for other than official assignments including training programs.

c. The use of government equipment and/or materials, including photographic equipment and materials, for personal profit or gain directly violates U.S. Navy Regulations 1973.

2. EQUIPMENT CHECK-OUT. Authorized personnel may use Photo Lab facilities and a controlled amount of consumable supplies on a not-to-interfere basis, to maintain adequate professional development.

a. Authorized personnel may check-out photographic equipment for up to seven days. The Technical Services Department Head must approve requests for periods greater than seven days.

b. All equipment which has been approved for check-out for periods in excess of seven days must be returned to the Photo Supply Office for visual inspection each week.

1571.1 -- ACTIVE DUTY FOR TRAINING

1. GENERAL. This article summarizes policies and procedures concerning personnel ordered to FICZURLANT for ACDUTRA.

2. COMMAND RELATIONSHIP. The Commanding Officer, FICZURLANT, is the Commanding Officer/Regular Reporting Senior of officers and enlisted personnel while they are attached to FICZURLANT for ACDUTRA.

3. RESERVISTS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE. While serving on ACDUTRA, reservists are subject to the Uniform Code of Military Justice and the regulations and orders based thereon.

4. UNIFORM REGULATIONS. Each reservist is sent a uniform by the uniform requirements at the Littlewater Hampton Roads Area at the time the ACDUTRA request is approved by FICEURLANT. Article 1020.1 of this Manual and the Plan of the Day contain amplifying information concerning uniform regulations at FICEURLANT.

5. ACDUTRA REQUESTS. Requests for ACDUTRA are to be forwarded to the Reserve Readiness Office for approval.

6. REPORTING PROCEDURES. Naval Reserve personnel arriving for 12 days ACDUTRA are to report to the Officer of the Day (OOD) on the FICEURLANT Quarterdeck not later than 0700 on Monday mornings. The Reserve Readiness Office will complete reporting endorsements and all travel, check-in processing between 0715 and 0930 Monday.

7. SENIOR RESERVE OFFICER (SRO). The Senior Reserve Officer (SRO) acts as the coordinator between FICEURLANT and the reservists who report onboard for two weeks ACDUTRA. The SRO is normally serving the second week of his ACDUTRA at FICEURLANT. He assists the Reserve Readiness Office by ensuring that incoming reservists feel welcome and a part of the FICEURLANT team.

8. SECURITY CLEARANCES. Each individual's ACDUTRA orders contain security clearance information. The Reserve Readiness Office places a security pass/badge on the Quarterdeck on the Friday prior to the reservist's reporting date. The badge includes the person's last name, rank/rate, and parent unit.

9. ASSIGNMENT TO DUTY. The Reserve Readiness Office assigns Naval Reserve personnel to a FICEURLANT Department or Division based on the mobilization billet the reservist is filling.

10. LOCATION OF ORDERS AND RECORDS

a. ACDUTRA ORDERS. The Reserve Readiness Office maintains ACDUTRA orders.

b. SERVICE RECORDS. Service records do not normally accompany ACDUTRA personnel. Should this occur, the Reserve Readiness Office will maintain service records for ACDUTRA personnel.

c. HEALTH AND DENTAL RECORDS. The member reporting for ACDUTRA keeps health records so that in the event of sickness or emergency these records are available to the nearest military health care facility.

11. MUSTERING. ACUTRA personnel must report to the Reserve Officer/Reserve Headquarters Office, who reports them on the Morning Muster Report FICEURLANT 1000.1, in the Officer Enlisted ACUTRA's books provided. See Article 1000.3 of this Manual for detailed procedures concerning Muster and Muster reports.

12. WORKING DAYS AND HOURS. Personnel must report not later than 0700 on the first morning of ACUTRA to the FICEURLANT COB. They check-out with the Reserve Headquarters Office on their second Friday of ACUTRA. Normal working hours are from 0715 to 1545 during the period of ACUTRA except the day of arrival and the day of detachment.

13. LEAVE AND LIBERTY

a. ACUTRA personnel may not take leave. Should an emergency arise, the ACUTRA is terminated and the individual is credited only with the actual number of days of ACUTRA.

b. ACUTRA personnel may take overnight liberty only.

14. WATCHES. ACUTRA personnel may not stand FICEURLANT watches.

1601.1 -- FICEURLANT WATCHES. See FICEURLANTINST 1601.10.

1601.2 -- CINCLANTFLT HEADQUARTERS ENLISTED WATCH REQUIREMENTS. SEE FICEURLANTINST 1601.10.

1610.1 -- CIVILIAN EMPLOYMENT BY MILITARY PERSONNEL ON ACTIVE DUTY

Ref: (a) MILPERSMAN 3420500

1. CIVILIAN EMPLOYMENT NOT PROHIBITED. Military personnel may engage in civilian employment while on leave or liberty (see reference (a)). Consistent with reference (a), military personnel on active duty are reminded that they are in a 24-hour duty status and that their military duties take precedence on their time, talents and attention.

2. RESTRICTIONS CONCERNING CIVILIAN EMPLOYMENT. Reference (a), and this article impose certain restrictions on military personnel assigned to FICEURLANT for duty concerning civilian

employment. Such personnel may not engage in any civilian employment which does the following:

a. Hours or nature of the work interfere with the proper and efficient performance of their military duties.

b. Reflects discredit on the naval service.

c. Is unethical in view of the individual's military position.

d. Involves the solicitation of life insurance, mutual funds and other investment plans, commodities, and services on any U.S. Government installation with or without compensation.

e. Involves personal commercial solicitation and sale to military personnel who are junior in grade or rank. This prohibition is applicable to employment on or off U.S. Government installations; in or out of uniform; while on or off duty; and includes, but is not limited to, the sales of life and automobile insurance, stocks, mutual funds, real estate, or other commodities, goods or services. As used in this subparagraph, "personal commercial solicitation" refers to those situations where a military member is employed as a sales agent on commission or salary and contacts prospective purchasers suggesting that they buy the commodity, real or intangible, that he is offering for sale. This prohibition is not applicable to the one-time sale of personal property or a privately owned dwelling. It is not the intent of this subparagraph to discourage the off-duty employment of military personnel, but it is intended to eliminate any and all instances where it would appear that coercion, intimidation or pressure is used based on rank, grade or position.

f. It is PICEURLANT policy that active duty personnel will not accept employment by private employers as bouncers, and that active duty personnel who desire employment as special policemen are to have the specific approval of the Commanding Officer.

1611.1 -- NAVY OFFICER FITNESS REPORTS

Ref: (a) Article 1152 U.S. Navy Regulations, 1973
(b) MILPERSMAN 3410100
(c) NAVMILPERSCOMINST 1611.1
(d) OPNAVINST 6110.1C

1. GENERAL. References (a) through (d) and this article contain policies, instructions, and procedures concerning the

preparation and submission of Officer Fitness Reports. Personnel responsible for preparing Fitness Reports are to review the cited references and this article periodically to ensure understanding and compliance. This article pertains only to Navy Officer Fitness Reports. Procedures for Marine Corps Officer Fitness Reports are contained in Article 1000.2 of this Manual.

2. SCOPE. This article concerns the preparation and submission of regular, concurrent, and special fitness reports on officers assigned to FICEURLANT for duty, temporary duty, and active duty for training.

3. SIGNATURE. The Commanding Officer signs all Navy Officer Fitness Reports.

4. ACTIVE DUTY FOR TRAINING. Each officer who performs active duty for training at FICEURLANT receives a Fitness Report.

5. ROUGH DRAFTS DUE DATES. Directors are to meet the following deadlines in forwarding rough drafts of Fitness Reports to the Executive Officer:

a. Fifteen working days prior to the "To" date for periodic Fitness Reports.

b. Ten working days prior to the detachment date of a officer onboard for duty or temporary duty.

c. Forty-five days prior to the detachment of the Commanding Officer.

d. Within 10 days after an officer completes active duty for training.

6. OFFICER'S RESPONSIBILITY. Each officer is to review items 1 through 11 and 28 of the Fitness Report Appraisal Worksheet when it is forwarded to him/her by the Admin Office to ensure that the information included therein is complete and accurate. Of particular note are primary and collateral duties and the number of months performing duties in each.

7. PFT RESULTS. Directors/Department heads are to ensure the proper entry is made in block 88 of the worksheet reflecting the PFT status of the officer being reported on in accordance with reference (d). See Article 6110.1 of this Manual for further guidance.

8. **FITNESS REPORT TICKLER SYSTEM** The Admin Office maintains a tickler file of the dates for Fitness Reports and forwards Fitness Report Appraisal Worksheets to Directorates/Special Assistants in accordance with the following schedule.

- a. **PERIODIC REPORTS.** Thirty days prior to "To" date.
- b. **DETACHMENT OF OFFICER** Thirty days prior to date of officer's detachment from duty or temporary additional duty.
- c. **DETACHMENT OF COMMANDING OFFICER.** Sixty-five days prior to detachment date of the Commanding Officer.

9. **PREPARATION OF THE FITNESS REPORT APPRAISAL WORKSHEET.** The following addresses the preparation of the Fitness Report Appraisal Worksheet:

- a. **NEATNESS.** Each entry handwritten or typed, must be neat and legible for the Commanding Officer.
- b. **COMMENTS** Item 88). Double-space on a separate piece of 8 1/2 x 11-inch plain white bond paper.
- c. **COMPLETENESS.** Ensure that each required time, block or space requiring marking or narrative is complete.
- d. **ROUTING.** Submit all draft reports via the Administrative Officer for administrative review.

10. **ADMIN'S RESPONSIBILITY.** Screen all fitness reports prior to submission to COMNAVILPERSCOM to ensure the entries in blocks 1 through 28, 44 through 46, 52, and 65 are accurate and that the fitness report is prepared in accordance with references (c) and (d).

1616.1 -- ENLISTED EVALUATION REPORTS

Ref: (a) NAVMILPERSCOMINST 1616.1A
(b) MILPERSMAN 3410150
(c) OPNAVINST 6110.1C

1. **GENERAL.** Enlisted evaluations will be prepared as described in references (a) through (c). Personnel involved in the preparation of enlisted evaluations will become thoroughly familiar with this article, and references (a) through (c).

2. SIGNATURE

a. The Commanding Officer signs all E7 E8/9 evaluations and all adverse evaluations.

b. The Executive Officer signs all E6 evaluations except transfer and special/advancement evaluations.

c. The Director signs all evaluations for E5 and below and E6 transfer and special/advancement evaluations.

3. ACTIVE DUTY FOR TRAINING. Cap enrolled who performs active duty for training at FICEURLANT receives an evaluation report.

4. DUE DATES. Directors are to meet the following deadlines in submitting evaluations:

a. E6/7/8/9 PERIODIC EVALUATIONS. Submit rough drafts to the Executive Officer 15 working days prior to the due date.

b. E7/8/9 TRANSFER AND SPECIAL EVALUATIONS. Submit rough drafts to the Executive Officer 10 working days prior to the detachment date or other "To" date.

c. E6 TRANSFER/SPECIAL/ADVANCEMENT EVALUATIONS AND E5 AND BELOW EVALUATIONS. Submit smooth drafts to the Admin Officer at least seven working days prior to the due date or date of transfer or separation.

5. PFT RESULTS. Directors/Department Heads are to ensure the proper entry is made in block 20 of the evaluation report reflecting the PFT status of the member being reported on in accordance with reference (c). See Article 6110.1 of this Manual for further guidance.

6. EVALUATION REPORT TICKLER SYSTEM. The Admin Office maintains a tickler file of due dates for evaluations and forwards evaluation worksheets to Directorates/Special Assistants in accordance with the following schedule:

a. PERIODIC REPORTS. Thirty days prior to "To" date.

b. DETACHMENT OF MEMBER. Thirty days prior to date of member's detachment from duty or temporary additional duty.

c. ADVANCEMENT REPORTS. Upon receipt of advancement examination results.

7. PREPARATION OF 26 PERIODIC EVALUATIONS AND 27 8/3 EVALUATIONS. The following addresses the preparation of report evaluations prior to submission to the Executive Officer:

a. NEATNESS. Each entry handwritten or typed must be neat and legible.

b. COMMENTS Block 26 and Block 39 Justification. Double-space on a separate sheet of 8 1/2 x 11-inch plain white bond paper.

c. COMPLETENESS. Ensure that each required block or space requiring marking or narrative is complete.

d. ROUTING. Submit all draft reports via the Administrative Officer for administrative review.

8. ADMIN'S RESPONSIBILITY. Screen all evaluations prior to submission to COMNAVMILPERSCOM and/or PSD to ensure the entries in blocks 1 through 26, and 40 are accurate and that the evaluation is prepared in accordance with references (a), and (c).

1620.1 -- DISCIPLINARY MATTERS.

1. See Article 5800.1 of this Manual for general guidance.

1620.2 -- REPORT OF ALLEGED MISCONDUCT

1. RESPONSIBILITY. Upon receipt of information regarding alleged misconduct by military personnel, take prompt action to determine what disposition should be made in the best interests of good order and discipline.

2. REPORT OF MISCONDUCT. Submit the report as follows:

a. Complete the front side of a NAVPERS 1626/7 (Report and Disposition of Offense(s)).

(1) Provide details of offense.

(2) The Administration Office will complete section "Information Concerning Accused" and will type entire report.

b. LEGAL OFFICER'S RESPONSIBILITIES

(1) Inform accused of legal rights and read Article 31(b) rights. Accused is to acknowledge understanding by signing the report.

2. Assess a preliminary, i.e., "blotter" P.O. who will conduct the investigation and report on the recommended disposition to the local commander.

3. Forward completed report, including all forms, statements and documentary evidence to the accused's chain of command. If the report contains a Quarterdeck Watchstanding, include the SWO in the chain.

c. PRELIMINARY INQUIRY OFFICER'S RESPONSIBILITIES

1. Verify the correctness of the information recorded in the report.

2. Ensure Article 31 rights have been acknowledged prior to questioning the accused.

3. Collect all evidence, interviews and get written statements from all witnesses and the accused's Division Officer before questioning the accused.

4. Interview the accused and attempt to obtain a statement concerning the alleged offense(s).

5. Make a recommendation as to disposition, then complete the "Comment" section as much detail as possible to include no less than the following:

- a. Description of the offense,
- b. Witness statements,
- c. Accused statements,
- (d) Conflicts and or agreements in statements,
- e. Availability of witnesses,
- (f) Evidence and custody of the evidence,
- (g, Previous offenses
- (h) Number of offenses,
- i) Number of enclosures and
- (j) Recommendation to CO.

Justify the recommendation and sign the report.

d. The chain of command is to determine if NJP is appropriate, then return the documents to the Legal Officer for final processing.

e. If NJP is appropriate, the Legal Officer will proceed with notification procedures and forward the entire package to the CO via the XO.

1620.3 -- EXTRA MILITARY INSTRUCTION (EMI)

Ref: (a) OPNAVINST 3120.32B, Article 142.2

1. LIMITS. Per reference a), all officers and chief petty officers may assign EMI to subordinate personnel within the following limits:

a. Do not assign EMI for more than two hours per day.

b. Although EMI may be assigned at a reasonable time outside normal working hours, do not use EMI to deprive a member of normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

c. Constrain the duration of EMI to the period of time required to correct the training deficiency. EMI is not to exceed 10 hours total length without prior approval of the Executive Officer.

d. Do not assign EMI on the member's Sabbath, or on official holidays.

e. Do not assign extra watches (military duties) as EMI.

f. A petty officer senior to the member performing EMI must properly supervise the EMI.

2. REPORT. When EMI is assigned, submit a report to the Executive Officer via the chain of command within 48 hours, reporting the following information:

a. Name and rate of the member performing EMI.

b. The deficiency for which EMI was assigned.

1620.4 -- ITEMS PROHIBITED IN THE FICEURLANT BUILDING

1. Alcoholic beverages in the FICEURLANT building or on surrounding grounds.
 2. Cooking devices (except authorized microwave ovens).
 3. Pets, including fish.
 4. Personal radios, cameras, record albums, cassette tapes, video tapes, and all other electronic devices.
 5. Space heaters.
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1620.9 -- CIVIL OFFENSES

Ref: (a) COMNAVBASENORVAINST 5400.1E

1. GENERAL. Reference (a) provides basic guidance to follow when military personnel at FICEURLANT are charged with civil offenses. Directors, Department Heads, Division Officers, Command Duty Officers, and Officers of the Day must review reference (a) to gain a general understanding of procedures.
2. ADVISING THE COMMAND. A person who is charged with civil offenses must advise the Commanding Officer of the charges via the chain of command; i.e., notifying the Director or Department Head. Verbal notification is acceptable. The advisement is not an admission of guilt; therefore, the informed senior is not to construe it as such. Since the majority of such charges result in a request for leave or special liberty for the purpose of seeking legal counsel and for subsequent court appearances, the command must have at least basic knowledge of the facts and circumstances surrounding the charges.
3. COMMAND ASSISTANCE. Upon request by the accused, FICEURLANT assists in obtaining legal assistance counseling at the Naval Legal Services Office, normally grants the necessary leave/liberty for legal counseling and court appearances, assists the family as much as possible according to the circumstances of the case, and sends the member's Division Officer to the court if in the Tidewater/Hampton Roads Area as the official command representative. Upon request by the prosecution or defense counsel, the command representative may take the stand as a witness. The Personnel Support Detachment LANTFLT is not to turn over service records or other official government documents to the court to be introduced as evidence without the approval of higher authority. Command

representatives are not to bring such documents unless higher authority has given permission to turn them over to the court to introduce them as evidence. The command representative is to keep the Commanding Officer, Executive Officer, Legal Officer, and Department Head apprised of the results of court appearances by the accused.

1650.1 -- DECORATIONS, MEDALS AND AWARDS

Ref: (a) SECNA/INST 1650.1E
(b) CINCLANTFLTINST 1650.2L
(c) OPNAVINST 1650.19A

1. POLICY. Consistent with references (a) through (c), it is the policy of the Commanding Officer that supervisory personnel at every level alert their senior's attention to heroic/exceptional meritorious performance or achievement so that a continuing evaluation is in progress concerning whether individuals should be recommended for decorations, medals and awards, including letters of commendation and appreciation.

2. PROCEDURES

a. When it becomes apparent to a supervisor that a subordinate has demonstrated exceptional meritorious or heroic performance or achievement, the supervisor must verbally alert his/her superiors, then provide written follow-up in sufficient detail so that the Department Head or other officer may further investigate and evaluate the matter.

b. Supervisors are to submit end-of-tour award nominations no later than 60 days before a subordinate's detachment date, thus permitting access to the member's service record and other relevant documents, as well as enabling concurrent submission with the Fitness Report/enlisted evaluation.

c. Department Heads will submit award recommendations as double-spaced typed rough drafts to the Commanding Officer via the FICEURLANT Awards Board.

3. LETTER OF APPRECIATION/LETTER OF COMMENDATION FORMATS

a. The gold bordered form is used if given for transfer, retirement, or Enlisted/Supervisor/Civilian of the Quarter and runners up.

b. FICEURLANT letterhead paper is used if given for a particular event.

4. NAVY ACHIEVEMENT MEDAL. The Commanding Officer has authority to award a limited number of NAM's. See reference (c).

5. AWARDS BOARD

a. The Awards Board is to follow references a, through c).

b. The Awards Board considers and reviews award nominations, and makes recommendations to the Commanding Officer concerning the approval/disapproval of the same. The Board may take either of the following actions:

(1) Forward recommendations to the Commanding Officer for disposition. Based on the summary of accomplishments contained in the award recommendation, the Board may recommend that the award be approved as nominated; that a higher or lesser award be approved; that additional personnel be nominated for the award based on the same action; or that the award be disapproved.

(2) Return improperly submitted/prepared recommendations to the cognizant Department for correction.

c. AWARDS BOARD MEMBERS. The Awards Board consists of the following permanent members:

All FICEURLANT Commanders
10 Department Head
20 Department Head
30 Department Head
40 Department Head
50 Department Head
Administrative Officer (recorder--non-voting,

The following at large members will participate on an "as required" basis:

--Command Master Chief (when considering enlisted award recommendations)

--Senior Marine Officer (when considering Marine officer award recommendations)

--Senior Marine Corps Enlisted (when considering Marine enlisted award recommendations)

d. The Board will meet as directed by the senior member.

6. ADDITIONAL RESPONSIBILITIES

- a. The Word Processing Center will prepare citations for awards approved by the Commanding Officer; and Letters of Appreciation/Commendation when given for transfer, retirement, or Enlisted/Supervisor/Civilian of the Quarter and runners up.
- b. The cognizant Department/Office will prepare Letters of Appreciation/Commendation when given for a particular event.
- c. The Administrative Officer will ensure that awards approved by the Commanding Officer are correctly forwarded to CINCLANTFLT.

7. AWARDS CEREMONIES

- a. Awards may be presented in conjunction with command functions (i.e., Command Personnel Inspection) or in ceremony in the Commanding Officer's office or the Auditorium.
 - b. Members receiving awards at FICEURLANT may bring family to awards ceremonies. When the member desires to do so, the awards ceremony is to be scheduled at a time convenient to the member and family.
 - c. The Photographic Services Officer is to ensure that a command photographer is present at awards ceremonies, and will provide photos of the ceremony to the members receiving awards.
 - d. Information concerning awards ceremonies is to be published in the Plan of the Day no later than one day before a ceremony.
 - e. The Command Master Chief coordinates all details pertaining to officer/enlisted awards ceremonies.
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1650.2 -- INCENTIVE AWARDS PROGRAM FOR MILITARY/CIVILIAN PERSONNEL

Ref: (a) SECNAVINST 5305.2
(b) OPNAVINST 1650.8B
(c) CCPO Civilian Personnel Manual Chapter 451
(d) SECNAVINST 5100.15

1. GENERAL. The Incentive Awards Program provides monetary and/or honorary awards for military and civilian employee

contributions which benefit the government. This article combines applicable portions of references (a) through (d) and establishes procedures for administering the following types of awards:

- a. Military Cash Awards Program MILCAP
- b. Performance Awards (civilian)
- c. Honorary Navy Awards (military and civilian)
- d. Safety Awards (military and civilian)
- e. Recognition for Achievements in SSO
- f. Inventions
- g. Scientific Achievements
- h. Career Service Awards

2. PROCESSING MILCAP SUGGESTIONS

a. Military or civilian employees are to submit suggestions in writing using Suggestion Form 12450/8 available in a box located inside the lounge. Provide the suggestion in duplicate and signed. The Executive Officer reviews any suggestion to determine its security classification, then forwards it to the Civilian Action Review Board.

b. The Civilian Action Review Board will review the suggestion and assign action to the applicable section in FICSURLANT for comments/recommendations. If the suggestion can be implemented internally, the appropriate paperwork will be prepared by the Admin Office and forwarded through the chain of command.

c. If the suggestion requires review by other activities, the Admin Office will prepare the appropriate paperwork in accordance with applicable references.

3. PROCESSING PERFORMANCE AWARDS

a. There are three special achievement awards for civilians:

- 1) Quality Salary Increase
- (2) Sustained Superior Performance
- 3) Special Act of Service

b. Submit the award recommendation in writing to the Executive Officer via the Admin Civilian Personnel Specialist.

c. The Civilian Action Review Board convenes to review the award nominations, they recommend a course of action to the Commanding Officer. (See Article 12450.2 of this Manual).

d. If the Commanding Officer approves the award, a Standard Form 52 will be completed see reference (c) and forwarded to CCPO along with the supporting documentation.

4. PROCESSING OTHER AWARDS. The Admin Department processes other awards listed in paragraph 1 of this article. The Safety Officer assists in the processing of safety awards (see reference (d)).

1730.1 -- SUPERVISOR/ENLISTED MEMBER OF THE QUARTER AND SAILOR OF THE YEAR PROGRAMS

1. BACKGROUND. The Chief of Naval Operations expressed the need to reemphasize and revitalize all aspects of Naval leadership: inspirational, technical and moral. To enhance the morale, welfare, and leadership abilities of the personnel of FICEURLANT and to recognize and reward deserving personnel who have set an example worthy of emulation by others, FICEURLANT designates two enlisted members each quarter as "Supervisor of the Quarter" and "Enlisted Member of the Quarter."

2. ELIGIBILITY

a. SUPERVISOR OF THE QUARTER. All enlisted members (E5-E6) who have been attached to FICEURLANT for a minimum of six months in a duty or TAD status are eligible for nomination as "Supervisor of the Quarter."

b. ENLISTED MEMBER OF THE QUARTER. All enlisted personnel (E1-E4) who have been attached to FICEURLANT for a minimum of six months in a duty or TAD status are eligible for nomination as "Enlisted Member of the Quarter."

c. SAILOR OF THE YEAR. All Navy personnel E4-E6 attached to FICEURLANT for a minimum of one year are eligible. Eligible Supervisor/Enlisted Members of the Quarter are automatically nominees for Sailor of the Year, other eligible members may also be nominated. Any additional requirements pertinent to the CINCLANTFLT Shore Sailor of the Year Program is a requirement for the FICEURLANT Sailor of the Year.

3. NOMINATION

a. SUPERVISOR/ENLISTED MEMBER OF THE QUARTER. Directors may submit one nomination to the Command Master Chief no later than the 18th of March, June, September and December. The Command Master Chief will sample nomination letters.

b. SAILOR OF THE YEAR. Directors may submit one nomination to the Command Master Chief. As this program is tied to the CINCLANTFLT Shore Sailor of the Year Program, submit nominations in ample time so that FICEURLANT's Sailor of the Year can be nominated as CINCLANTFLT's Shore Sailor of the Year.

4. SELECTION

a. The Supervisor and Enlisted Member of the Quarter selection boards meet during the last week of March, June, September, and December to select one nominee as the Supervisor of the Quarter and one nominee as the Enlisted Member of the Quarter. The boards will consist of at least three Chief Petty Officers each with the Command Master Chief as Chairman. The Chairman only votes to break ties. Board members are not to be direct line supervisors of any of the nominees.

b. The Sailor of the Year selection board meets annually in ample time to make a selection and to forward that selection to CINCLANTFLT for consideration as the CINCLANTFLT Shore Sailor of the Year. The board consists of at least three (five if available) Chief Petty Officers and the Command Master Chief as Chairman. The Chairman only votes to break ties. Board members are not to be direct line supervisors of any of the nominees.

c. Criteria for selection are excellence in the following categories:

- (1) Leadership
- (2) Military Bearing

(3) Performance

(4) Self-expression

(5) Other significant contributions/achievements

5. HONORS AND AWARDS

a. SUPERVISOR/ENLISTED MEMBER OF THE QUARTER "RUNNERS-UP"

(1) Receive a FICEURLANT Letter of Appreciation in ceremony.

(2) Receive a one-day special liberty.

(3) Stand no watches for a one-month period commencing with the second or third month following the period for which nominated.

b. SUPERVISOR/ENLISTED MEMBER OF THE QUARTER

(1) Receive a FICEURLANT Letter of Commendation in ceremony.

(2) Receive a suitably inscribed command plaque.

(3) Receive a 72-hour special liberty (from 1545 Monday to 0715 Thursday, or equivalent for suit women)

(4) Receive reserved parking for the following quarter.

(5) Stand no watches for a three-month period starting the second month after the period for which selected.

(6) Receive hometown and local news coverage.

(7) Have photo displayed on plaque on the Quarterdeck for one quarter following selection.

c. SAILOR OF THE YEAR "RUNNERS-UP"

(1) Receive a FICEURLANT Letter of Appreciation in ceremony.

(2) Receive a one-day special liberty.

3) Stand no watches for a one-month period commencing with the second or third month following the period for which nominated.

d. SAILOR OF THE YEAR

(1) Receive a FICEURLANT Letter of Commendation in ceremony and a Special Report of Exalted Performance Evaluation.

(2) Receive a suitably inscribed command plaque.

(3) Receive a 72-hour special liberty (from 1545 Monday to 0715 Thursday).

(4) Dine at lunch with the Commanding Officer, accompanied by the selectee's Division Supervisor, Division Officer, Department Head, and Director.

(5) Receive hometown and local news coverage.

(6) Stand no watches for one year.

(7) Have photo displayed on plaque on the Quarterdeck for one year following selection.

6. ACTION. The Command Master Chief is to ensure that the provisions of this article are carried out in a timely and effective manner.

1700.2 -- SPONSOR PROGRAM

Ref: (a) MILPERSMAN 1810580

1. GENERAL. Reference (a) requires the Commanding Officer to maintain an effective sponsor program designed to facilitate relocation and reception of members and their families when transferred on permanent change of station orders. The member retains the prerogative of declining sponsor assistance if he/she so desires.

2. FICEURLANT PERSONNEL ORDERED TO BE TRANSFERRED. The Division Officer of the member being transferred will interview the member and ensure that all items on the transfer directive are complied with. The member will report to the transfer

section of PERSUPPDET LANTFLT and complete a sponsor form. The PSD forwards the form to the new duty station.

3. PERSONNEL ORDERED TO FICEURLANT FOR DUTY

a. ADVANCE COPY OF ORDERS. Upon receipt of advance copies of orders, the following actions occur:

(1) The Admin Office forwards a copy of the member's transfer orders to the prospective gaining directorate and requests that a sponsor be assigned.

(2) The gaining directorate assigns a sponsor and provides the name of the sponsor to the Admin Office within five working days.

(3) The Admin Office prepares a "Welcome Aboard" letter, for the Commanding Officer's signature, to the prospective member, providing the name of the FICEURLANT sponsor and other useful information.

(4) The Admin Office forwards the "Welcome Aboard" letter with appropriate brochures to the prospective member. Admin also provides a copy of the letter to the sponsor.

b. RESPONSIBILITIES OF SPONSOR. The success of the FICEURLANT Sponsor Program rests in large measure on the personal interest of the assigned sponsor. The following responsibilities, when properly carried out, ensure the success desired:

(1) Sponsors will familiarize themselves with the latest issues of the FICEURLANT and Family Services Center Norfolk "Welcome Aboard" brochures; copies are available in the Admin Office.

(2) Sponsors will communicate directly with and offer their personal assistance to the new member (and family). They also are to keep the Admin Office and cognizant Director/Department Head apprised of any unusual circumstances or problem areas which develop.

(3) Direct written communications between the sponsor and member, telephone contacts when feasible, and personal greetings of the sponsored person and his family when they first arrive are keys to the success of the Sponsor Program. Personal

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help for a family new to the Tidewater Hampton Roads Area and aid to obtain temporary and permanent housing enhance the success of the Sponsor Program.

1700.3 -- REQUEST TO DRAW SINGLE BAQ AND RESIDE ASHORE

Ref: (a) CINCLANTFLT HQTRSARCAINST 11101.1B
(b) OPNAVINST 11103.1
(c) DODINST 4165.47
(d) LANTFLT HEDS SUPPACTINST 11012.1C

1. GENERAL Reference a, establishes policies and procedures for FICEURLANT personnel desiring to request single BAQ and reside ashore.

2. POLICY FOR NON-PETTY OFFICERS. Single BAQ for non-Petty Officers with less than nine months of active duty service is considered a privilege, and is considered only after the sailor has been aboard six months.

3. PROCEDURES. Those personnel desiring to apply for single BAQ (provided the occupancy level of the BEQ is at least 95% as required by references (b), (c), and (d)), shall:

a. Submit a special request (NAVPERS 1336/3) to LANTFLT HEDS SUPPACT via the chain of command and the Executive Officer, FICEURLANT.

b. Have the request validated at the BEQ Central Assignment Desk.

c. Take command endorsed request to LANTFLT HEDS SUPPACT Admin (NH-34) for final approval by CO/XO HSA and preparation of a BEQ check-out sheet.

d. Return special request and check-out sheet to the BEQ Central Assignment Desk and vacate room. Have check-out sheet annotated by BEQ staff personnel after the Barracks Petty Officer has inspected the vacated room.

e. Return check-out sheet and special request to LANTFLT HEDS SUPPACT Admin for final processing and commencement of single BAQ.

1710.1 -- PARTIES AND PICNICS

1. COMMAND PARTIES AND PICNICS. Annually, FICELRLANT holds a summer command picnic and a Christmas Party. The CINCLANTFLT Composite Recreation Fund and the FICELRLANT recreation Fund subsidize these functions in full or in part. The Administrative Office publishes details concerning time, location, etc., in the Plan of the Day.
 2. DEPARTMENT PICNICS. Each department is authorized to hold one annual picnic on a normal working day, from 1400 until its conclusion. The department must submit a request for a picnic to the Executive Officer at least 10 days prior to the scheduled date of the picnic. The Executive Officer may approve exceptions to the above.
 3. MONTHLY SEA LUNCHEON. The FICELRLANT Senior Enlisted Association (SEA) holds a monthly luncheon for FICELRLANT E7, E8, and E9 personnel. Departments may authorize liberty commencing at 1100 for personnel to attend the SEA luncheon, workload permitting.
 4. FICELRLANT E-6 ASSOCIATION. The FICELRLANT E-6 Association holds a monthly luncheon. Departments may authorize liberty commencing at 1100 for personnel to attend this luncheon, workload permitting.
 5. "GOING AWAY LUNCHEONS". The Executive Officer may authorize one 2-hour luncheon per month per department for individuals departing the command. Submit requests to the Executive Officer at least 10 days prior to the scheduled date of the luncheon.
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1710.2 -- NAVY FAMILY OMBUDSMAN PROGRAM

Ref: (a) OPNAVINST 1750.1B
(b) COMNAVBASENORVAINST 1750.10C

1. POLICY. In compliance with references (a) and (b), the FICELRLANT Navy Family Ombudsman Program provides Navy spouses, of both officer and enlisted personnel, an official representative to express complaints, viewpoints, and/or suggestions directly to the Commanding Officer.
2. LIAISON. The Command Master Chief assists personnel in contacting the FICELRLANT Family Ombudsman.

17.0.3 -- RECREATION COUNCIL

1. BASIC FUNCTION. The Recreation Council is an executive group established to develop and oversee the proper conduct of policy for the FICEURLANT Recreation Program and to authorize expenditures from the CINCLANTFLT Composite Recreation Fund and the FICEURLANT Recreation Fund.

2. MEMBERSHIP. The Recreation Council is composed of the following:

10 Department	One member
20 Department	One member
30 Department	One member
40 Department	One member
50 Department	One member
Athletic Officer	
Recreation Fund Custodian (non-voting,	

The Executive Officer will assign representatives to the Council in the Collateral Duties Notice. The Chairman of the Recreation Council will be the senior officer assigned. Each member has one vote, and a quorum consists of any three members of those assigned.

3. PROCEDURES

a. The Recreation Council will consider recommendations of the Recreation Committee concerning management and conduct of the FICEURLANT Recreation Program.

b. The Recreation Council will authorize expenditures from appropriate funds subject to final approval of the Executive Officer.

c. The Recreation Council will audit funds, inventory property, investigate the source from which funds and property have accrued, and examine disbursements.

d. The proceedings of each meeting of the Recreation Council will be recorded and submitted by the Chairman to the Executive Officer for approval.

4. CONVENING DATES

a. The Recreation Council will be convened when directed by the Chairman.

b. The Recreation Council Chairman will conduct semiannual audits of the FICELURLANT welfare and Recreation Fund and the Composite Recreation Fund. An audit will also be conducted when the Recreation Committee Chairman or the Recreation Fund Custodian is relieved.

c. The Recreation Council inventories recreation property at the Chairman's discretion.

d. The Recreation Council Chairman will attend the monthly CINCLANTFLT Recreation Council meeting at LANTFLT HEDSUPPACT.

1710.4 -- RECREATION COMMITTEE

1. BASIC FUNCTION. The Recreation Committee makes recommendations to the Recreation Council regarding management and conduct of the FICELURLANT Recreation Program, including expenditures from the FICELURLANT Recreation Fund and the Composite Recreation Fund. Membership consists of the following:

Chairman - one CPO
Designated representatives from 10, 20, 30, 40, and 50
Departments, and the XO Divisions
Recreation Fund Custodian (non-voting)

Members of the Recreation Committee will be assigned by the Executive Officer in the Collateral Duties Notice. The Executive Officer will appoint an E-7, E-8, or E-9 as Chairman of the Recreation Committee.

2. PROCEDURES. The Chairman to the Recreation Committee will record and submit the proceedings of each meeting of the Recreation Committee within one week of the committee meeting. The Recreation Committee is responsible for coordinating and managing all recreation fund-raising efforts. The Chairman will coordinate all disbursements and receipts with the Recreation Fund Custodian.

3. CONVENING DATES

a. The Chairman will convene the Recreation Committee when necessary.

b. The Recreation Committee Chairman will attend the monthly CINCLANTFLT Recreation Committee meeting held at LANTFLT HEDSUPPACT.

1710.5 -- RECREATION FUND CUSTODIAN

1. BASIC FUNCTION. The Recreation Fund Custodian will provide an accounting function for both the Composite Recreation Fund and the FICEURLANT Recreation Fund. The Custodian will also serve as a non-voting member of the Recreation Council and the Recreation Committee.

2. MAINTENANCE OF THE FICEURLANT RECREATION FUND

a. The Recreation Fund Custodian will submit all accounts to the Recreation Council Chairman for audit semiannually. Spot audits can be requested at any time by the Executive Officer or the Recreation Council Chairman.

b. The Custodian will prepare status reports on recreation funds available and prepare receipt/expense statements for FICEURLANT picnics and parties.

c. The Custodian is to deposit monies in a checking account in the name of FICEURLANT Welfare and Recreation Fund. Any two of the following signatures may sign withdrawals:

Executive Officer
Recreation Fund Custodian
Recreation Committee Chairman

d. Fund-raising efforts for ball games, plaques, etc., will operate independently of the fund, inputting their profits to it. No monies from the FICEURLANT Recreation Fund will be used as operating expenses for any fund-raising effort.

1710.6 -- ATHLETIC OFFICER

1. GENERAL. The Executive Officer designates the FICEURLANT Athletic Officer as a collateral duty. The Athletic Officer is responsible for FICEURLANT's active participation in intramural programs and for command athletic events.

2. DUTIES. Duties include, but are not limited to, the following:

a. Organizing teams, including appointment of coaches, and arranging for their entry in intramural leagues.

b. Organizing and supervising command athletic events, such as fund-raising games.

c. Custody and maintenance of equipment and uniforms.

d. Submitting requests for equipment and uniforms as required.

3. ASSISTANT. The Athletic Officer is assisted in all areas by the Athletic Petty Officer.

1740.1 -- COMMERCIAL SOLICITATION OF INDIVIDUALS IS PROHIBITED

1. PROHIBITION. Commercial solicitation of individuals is not permitted in the FICEURLANT building. No person will invite or sponsor other personnel to solicit groups or individuals for the purpose of selling or attempting to sell a service or product.

1740.2 -- U.S. NAVY SINGLE SPONSOR, MILITARY COUPLE WITH
DEPENDENT(S) CARE POLICY

Ref: (a) OPNAVINST 1740.4

1. PURPOSE. To promulgate policy on dependent care responsibilities as they affect the accomplishment of prescribed military duties, and to outline procedures for counseling single member sponsors and military couples with dependents on dependent care responsibilities.

2. APPLICABILITY AND SCOPE. Reference (a) and this article apply to all officer and enlisted Navy personnel who are single sponsors or military couples with dependents as defined in reference (a).

3. POLICY. Families which consist of single sponsors with dependents or of military couples with dependents require family planning which will ensure sufficient, adequate dependent care to allow the member(s) to be available for worldwide deployment or assignment. All single sponsors and military couples with dependent(s) must have a formalized Dependent Care Plan. The Plan provides regular counseling on the full scope of the member(s) responsibilities. Completion of the Dependent Care Certificate will provide designated custodians who will assume

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responsibility for the member(s) dependent(s) in their absence. The Dependent Care Certificate (OPNAV 1740 1) ensures that personnel have made adequate care arrangements for most

contingencies which might arise while fulfilling their military responsibilities.

4. ACTION

a. Division Officers are to counsel single sponsors and military couples with dependent(s) (both members if both are onboard) on their dependent care responsibilities, in accordance with the procedures outlined in reference (a), at the times listed in subparagraphs 4b below. Officers in the grade of Lieutenant and above and enlisted personnel in paygrade of Chief Petty Officer and above are exempted from the counseling requirement.

b. All single sponsors and military couples with dependent(s) must complete the Dependent Care Certificate (OPNAV 1740/1) at the following times:

(1) Upon confirmation of pregnancy or upon acquisition of dependents.

(2) Within 60 days of reporting to FICEURLANT for duty.

(3) Annually.

c. Single sponsors and military couples with dependents are to update their Dependent Care Certificate whenever changes occur in their circumstances.

d. Completed forms will be certified by the Commanding Officer or the Administrative Officer, and will be maintained in the Administrative Office.

5. NOTE. Members who fail to maintain worldwide availability and/or who fail to maintain availability to perform a full range of military duties and assignments are subject to separation from the Navy.

1742.1 -- VOTING MATTERS

1. VOTING OFFICER. The Executive Officer designates the Voting Officer as a collateral duty in the FICEURLANT Collateral Duty Notice.

2. RESPONSIBILITIES OF VOTING OFFICER

a. Assists personnel concerning voting matters.

b. Submits information of general interest concerning voting matters to the Admin Office for publication in the Plan of the Day.

1750.1 -- IDENTIFICATION CARDS

1. GENERAL. Personnel requiring military or dependent Identification ID. Cards may pick up the necessary application forms from the Administrative Office. Submit the application forms to PERSUPPDET LANTFLT for verification and approval.

1771.1 -- PERSONNEL CASUALTIES

Ref: (a) MILPERSMAN 4210100
(b) BUMEDINST 5360.1D
(c) COMNAVBASENORVAINST 1771.1L
(d) NAVMILPERSCOMINST 1770.1

1. GENERAL. References (a) through (d) and this article contain policies and procedures to follow when casualties (death or serious injury) occur to military personnel assigned to FICEURLANT for duty, temporary additional duty, or active duty for training.

2. ALL HANDS NOTE. Anyone learning of the death or injury of any FICEURLANT personnel is to notify the FICEURLANT Officer of the Day (OOD). The OOD will notify, in the order listed, the Command Duty Officer, Administrative Department Head, Executive Officer, Commanding Officer, Casualty Assistance Calls Officer, and the Director. If death occurs in the CINCLANTFLT Headquarters Area, the OOD will also notify the Sewell's Point Medical Officer.

3. INITIAL PERSONAL NOTIFICATION OF NEXT OF KIN. The Commanding Officer or Executive Officer, accompanied by a chaplain and the FICEURLANT Casualty Assistance Calls Officer, will make the initial notification call upon the next of kin if located in the Tidewater/Hampton Roads Area; or FICEURLANT will request the assistance of COMNAVBASE pursuant to the provisions

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of reference (c. in designating an activity to make initial notification if the next of kin is not located in the local area.

4. CASUALTY ASSISTANCE CALLS PROGRAM (CACP). The FICEURLANT Casualty Assistance Calls Officer (CACO) will comply with the provisions of the cited references concerning CACP matters. The CACO will keep the Commanding Officer, Executive Officer, Admin Officer, and others concerned informed of CACP progress.

5. PERSONNEL CASUALTY REPORTS, MESSAGES, AND LETTERS. The Administrative Department Head will complete personnel casualty reports and related messages and letters required by reference (a).

6. NEWS RELEASE. The Commanding Officer must approve all news releases before release.

7. ACCIDENT REPORTS. The FICEURLANT Safety Officer will prepare appropriate Accident Reports for submission to the Navy Safety Center, Norfolk.

8. JAG MANUAL INVESTIGATIONS. Should the circumstances of the death or injury so indicate, the Commanding Officer will appoint an officer or officers to conduct the appropriate JAG Manual Investigation.

9. MEDICAL AND DENTAL REPORTS. The Admin Department Head will ensure that FICEURLANT obtains originals/copies as required of all medical and dental reports, including a copy of the Death Certificate.

10. DISBURSING MATTERS. The Admin Department Head and Casualty Assistance Calls Officer will coordinate all disbursing matters.

11. INVENTORY OF PERSONAL EFFECTS. An Inventory Board will inventory personal effects of deceased or seriously injured personnel. The inventory will include all personal effects located in the FICEURLANT building, and in the barracks or the BOQ. After appropriate forms and the inventory are complete, the Inventory Board will coordinate the disposition with the FICEURLANT Comptroller in accordance with current Navy supply system procedures.

12. CASE FILE. The Admin Department Head is to establish and maintain a case file by name/grade/social security number. The file shall include copies of each message, letter, report, news

release, investigation, personal effects inventory, Death Certificate, etc., resulting from the casualty. The Admin Department Head is to ensure the completeness of, and provide for appropriate safeguarding of, such Case Files.

1800.1 -- RETIREMENT/TRANSFER TO THE FLEET RESERVE

Ref: (a) SECNAVINST 1811.3L
(b) MILPERSMAN 1855240

1. GENERAL

a. The Command Master Chief maintains references (a and (b) and other pertinent information for review by interested personnel.

b. Personnel may attend the quarterly Pre-Retirement Seminar sponsored by the Naval Station Career Counselor. The Plan of the Day carries information about the seminars.

2. SUBMISSION OF APPLICATIONS FOR RETIREMENT/TRANSFER TO THE FLEET RESERVE. The Admin Office assists officer and enlisted personnel in submitting requests for retirement or transfer to the Fleet Reserve.

3. RETIREMENT CEREMONIES. The Admin Office coordinates retirement/transfer to the Fleet Reserve ceremonies. Each retiree may choose between the following types of ceremonies:

a. Formal ceremony formation, including inspection of the command, invited guests, military band, etc.

b. Informal ceremony in the Commanding Officer's office or Auditorium with the retiree's family present.

4. NOTIFYING THE COMMANDING OFFICER. Approximately 30 days prior to retirement/transfer to the Fleet Reserve, the Director of the retiree's directorate is to notify the Commanding Officer and the Admin Department Head in writing which of the two types of ceremony is desired, or that no ceremony is desired.

5. MINIMUM REQUIREMENTS. Following are minimum requirements for the ceremony:

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- a. Folded national flag,
- b. Command plaque,
- c. Engraved boatswain's plate,
- d. Letter of Commendation,
- e. Sideboys with boatswain's mate,
- f. Certificate of Appreciation for the spouse, and
- g. Photographer.

2060.1 -- TELEPHONE CONTROL

Ref: (a, OPNAVINST 2305.13A
(b, NORFOLK NA/NA BASE TELEPHONE DIRECTORY/CONTROL)

1. USE OF TELEPHONES

a. AUTOVON. Use the Department of Defense World-Wide Automatic Voice Network (AUTOVON), at FICELRLANT, per the provisions of references (a) and (b), and this article, to make long distance calls whenever possible.

b. COMMERCIAL LONG DISTANCE/WATS/FA, defined in paragraph 4 below, is authorized for official use only when AUTOVON (b) circuits are unavailable or impractical. Personnel shall obtain authorization, in advance, from the cognizant Department Head or Division Officer to make commercial long distance/WATS/FA calls.

2. RESTRICTIONS

(1) OFFICIAL USE ONLY. All of the above lines are for official use only. Do not use them to make calls of a personal nature.

(2) UNSECURE SYSTEMS. All of the above lines are unsecure telephone systems; therefore, DO NOT allow classified conversation in a room with the receiver off the hook.

3. ACTION

(1) Every commercial long distance/WATS/FA call shall be logged on a Commercial Long Distance/WATS/Telephone Log Sheet, available from the Telephone Control Officer.

(2) Division Officers shall ensure that the Commercial Long Distance/WATS/Telephone Log Sheet is readily accessible to all personnel, and shall return the log sheets to the Telephone Control Officer weekly.

(3) Steadily increasing numbers of unreported commercial

long distance calls have led to the necessity for strict accountability. Upon receipt of billing, the Telephone Control Officer will track all unreported calls to a caller, personnel will be required to pay for any unofficial calls.

(4) All personnel are responsible for complying with this article, and for reporting violations of these procedures to their respective Division Officer.

2. COMMERCIAL LONG DISTANCE/WATS FX LINES. When a commercial long distance call (9-11 area code number) is dialed, the call is automatically sent to a computer. The computer first attempts to send the call via a WATS or FX band, which is a less expensive communication line than commercial lines. If the attempt is successful, FICELRLANT is billed for the call on a flat per minute rate, regardless of the location called. If a WATS/FX band is unavailable, the call is sent via commercial long distance lines, and FICELRLANT is billed per minute, with the rate dependent upon time of day, of the week, and location called. Regardless of how the call is sent, commercial long distance or WATS/FX, the caller is unaware of what time the call has taken, cheap WATS/FX or expensive commercial.

2060.2 -- TELEPHONE MONITORING

Ref: (a) OPNAVINST 2305.14
(b) SECNAVINST 2305.11A

1. GENERAL. Reference (a) authorizes telephone monitoring of official telephones. Reference (b) requires that all users of official telephones be specifically advised of the following statement: "DOD telephone communications systems are provided for the transmission of official government information only and are subject to telephone communication security monitoring and telephone communication management monitoring at all times."

2. CONSENT. Use of DOD telephone communications systems constitute consent to telephone communications security monitoring and telephone communications management monitoring.

2060.3 -- NORFOLK NAVAL BASE TELEPHONE DIRECTORY/CENTREX

1. CHANGES. The Telephone Control Officer is responsible for notifying the Telephone Business Office when changes are needed to the FICELRLANT listings in the NORFOLK NAVAL BASE TELEPHONE DIRECTORY/CENTREX.

2. NEW ISSUES. All departments will inform the Telephone Control Officer how many telephone books are required; the Telephone Control Officer will pass the total FICEDURLANT requirement to the Telephone Business Office.

2080.1 -- PUBLIC ADDRESS (PA) SYSTEM

1. RESPONSIBILITY. The OOD, under the supervision of the Senior Watch Officer, controls use of the PA system. The PA system will normally be operated by the JCO.
 2. ANNOUNCEMENTS. Only announcements deemed necessary to reach a large number of personnel will be made over the PA system (e.g., training lecture announcements, oorn runs). The system is NOT to be used to relay information for which telephone calls can be used. The JCO exercises discretion in controlling announcements, and limiting them to the absolute minimum.
 3. MUSIC. FM radio music will be played over the PA system, except during scheduled conferences and briefing visits of flag, or general officers.
 4. OFFICE SPEAKERS. Speakers located in offices will be turned to a low volume that will not interfere with work or telephone conversation, yet loud enough to allow an announcement from the quarterdeck to be heard.
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2300.1 -- MESSAGE HANDLING PROCEDURES

Ref: a, NTP-3,G)
b, NWP-4
c, FICEDURLANTINST 1601.1D
d, NTCCHAMPTONRDSINST 2000.3E
e, NTP 3 SUPP-1(J)
f, SECNAVINST 5212.5C

1. GENERAL. References a) through f), and this article contain guidance for FICEDURLANT's message handling procedures.

2. AUTHORITY TO RELEASE MESSAGES

a. The Commanding Officer has delegated authority to release messages not involving policy or controversy to the following personnel:

1. Executive Officer
2. Special Assistant for Planning
3. Reserve Readiness Officer
4. Administrative Assistant
5. Department Heads
6. Assistant Department Heads
7. Special Assistant for Targeting
8. Division Officers
9. Command Duty Officers

The OOD will maintain a list of persons filling the above billets on the Quarterdeck, and will verify the releasing authority on all outgoing messages. The admin office updates the release authorization list as necessary.

b. Other command personnel who require message releasing authority to perform specific divisional duties are to request this authority through their chain of command.

3. MESSAGE PREPARATION PROCEDURES. See references 1d and 1d, maintained in the Top Secret Control Office.

4. MESSAGE PICKUP, DELIVERY, AND ROUTING

a. GENSER SECRET AND BELOW. After the message is released by one of the officials listed in paragraph 2 above, the originating division will deliver the original and one copy of the message to the OOD/JOOD. SSO personnel will deliver outgoing messages and pick up incoming messages at NTCC and M-95 during scheduled runs. Upon completion of each run, the OOD/JOOD will place incoming messages into the appropriate distribution box in the mailroom. See reference 1c for further guidance.

b. GENSER TOP SECRET messages will be picked up and delivered to NTCC by the Top Secret Control Officer/Assistant during working hours, and by SSO watchstanders during non-working hours. In addition, the Top Secret Control Officer, or SSO watchstander, as appropriate, is responsible for picking up all PERSONAL FOR, SECDEF, codeword, and codeword for others.

messages. When check for queue status messages are picked up during non-working hours, the USN watchstander will deliver the message to the CDD to determine if immediate action is required. In all cases, the message will be delivered to the Top Secret Control Officer at the beginning of working hours the next work day for entry into the Top Secret Control System. See Articles 5216.1 and 5530.5, section 5, of this manual for guidance on controlling, routing, and maintaining Top Secret Messages.

c. SCI messages are picked up and delivered by SSC personnel.

5. MESSAGES AND RECORDS DISPOSAL. All personnel retaining messages and related records are responsible for the destruction of such messages and records. See reference 11, the Standard Navy Records Disposal Schedules.

6. ADDRESS INDICATING GROUPS (AIGs). The cognizant division is to conduct a periodic review of AIGs used by FLETCOMANT, and draft appropriate correspondence for the Commanding Officer's signature requesting changes to AIGs. The Top Secret Control Office maintains a master case file of all AIGs used by FLETCOMANT. Officers desiring changes to AIGs are to coordinate them with the Top Secret Control Officer. See reference 10, located in the Top Secret Control Office for guidance concerning changes, additions, or deletions from AIGs.

7. NAVGRAMS. NAVGRAMS will be used whenever practicable vice electronic transmission. NAVGRAMS are processed through administrative channels vice communications channels, and are given priority over routine correspondence. Specifics:

- a. Typed on the regular message form, DD Form 173/2, JCR.
- b. May be classified SECRET and below.
- c. Up to fifteen addressees may be used.
- d. Will be stamped "NAVGRAM" with red ink in the center of the page (a large 4" x 4" stamp is located in the mailroom).
- e. The Mailroom will assign a letter serial number to the NAVGRAM, date, and mail it.
- f. Will be used for messages going to local commands and routine administrative confirmations, responses, etc.

3060.1 -- FICEURLANT AUGMENTATION OF OPERATING FORCES DURING
WARTIME AND CONTINGENCY OPERATIONS

Ref: a CINCLANTFLTINST 5400.25, Article 6117
(b) CINCSNAVEURINST 03885.1A
(c) CINCLANTFLTINST 5450.16C

1. GENERAL. FICEURLANT provides qualified intelligence personnel for rapid augmentation of the naval operating forces for wartime or contingency operations. See references a, through 'c'.

2. PROCEDURES

a. DIRECTORS AND DEPARTMENT HEADS

(1) Ensure that all assigned personnel are aware that they may be ordered to augment operating forces on short notice.

(2) Ensure that billet turnover folders are maintained by potential augmenting personnel to expedite turnover and departure from FICEURLANT.

b. MILITARY PERSONNEL ASSIGNED

(1) Continue to perform regularly assigned duties until otherwise directed.

(2) Participate in pre-augmentation training as available and directed.

(3) When ordered to augment:

(a) Provide turnover materials and briefing to designated relief.

(b) Advise Director and Department Head concerning status of work/projects.

(c) Coordinate with Administrative Department Head and Executive Officer for reassignment of collateral duties.

(d) Coordinate with Senior Watch Officer or Enlisted Watch Chief for relief of watchstanding duties.

(e) Obtain required security debriefings, if applicable.

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(f) Coordinate with Top Secret Control Officer and Executive Officer concerning review of applicable operation plan, operation order, letter of instruction, etc.

(g) Complete command checkout procedures if applicable.

(h) Carry out orders when directed by command authority.

c. ADMINISTRATIVE DEPARTMENT HEAD

(1) Recall personnel on leave or TAD as directed by the Commanding Officer.

(2) Coordinate orders preparation, area clearances, transportation arrangements, and assemble Service Records and other personnel materials if required.

3070.1 -- OPERATIONS SECURITY

1. See FICEURLANTINST C3070.13 for cross-reference.

3141.1 -- DESTRUCTIVE WEATHER PLAN

Ref: (a) CINCLANTFLT HQ TRS AREA INST 3141.2B
(b) COMNAVBASENORVA INST 3141.1P
(c) FPM CMII 610

1. DEFINITIONS AND CONDITIONS OF READINESS. See references (a) and (b).

2. ADMINISTRATIVE MANAGEMENT of Civil Service personnel during periods of destructive weather. See reference (c).

3. DISCUSSION. The CINCLANTFLT Headquarters Area may experience destructive weather causing sufficient damage to render FICEURLANT nonoperational. Snow, hurricanes, tropical storms, tornadoes, etc., have caused destruction to this area. Therefore, to reduce disruption to normal operations and loss of life and property caused by destructive weather, readiness planning is essential. All FICEURLANT personnel are to be aware of actions to take when destructive weather is expected.

4. ACTION

a. To reduce the numbers of military and civilian personnel in the building during periods of destructive weather, two categories of personnel, ALPHA and BRAVO, are assigned. These are defined below.

(1) Category ALPHA personnel are the Executive Officer, Directors, Special Assistants, personnel assigned duty/watches, and all base residents in the CINCLANTFLT Headquarters Area.

(2) Category BRAVO personnel are all military and civilian personnel who are not designated as ALPHA personnel. There are two category BRAVO personnel sections:

(a) Section one personnel leave work immediately upon message notification by SOPA ADMIN) Hampton Roads of execution of the Destructive Weather Plan.

(b) Section two personnel leave work 60 minutes after initial notification or when directed by the Commanding Officer, FICEURLANT.

b. Normal work hours during periods of destructive weather will be from 0800 to 1600, Monday through Friday.

c. Enclosures (3) through (5, of reference (a) lists specific steps to be taken by commands in response to the setting of hurricane and tornado/thunderstorm conditions. Reference (a) also designates hurricane shelters on the CINCLANTFLT Compound.

d. All FICEURLANT personnel are to be familiar with locations of CINCLANTFLT compound hurricane shelter: (NH-140, 141, 142, 223 and 218) and in which destructive weather section they are assigned.

e. The Administrative Department will maintain the Destructive Weather Bill.

f. Directors ensure that all personnel are aware that destructive weather conditions, warnings, and instructions to civilian and military personnel will be announced on local TV and radio stations, eliminating the need to tie up official telephone lines for such information.

3800.1 -- INTELLIGENCE LIBRARY

1. GENERAL The Intelligence Library serves as the central repository and control point for intelligence documents classified Secret or lower, which are used by FICGURLANT personnel and other authorized contacts.

2. PROCUREMENT PROCEDURES Request all documents by memorandum to the Intelligence Library. The Library Staff initiates the forms required for procurement.

3. REFERENCE, ACCESS, INVENTORY, AND REPRODUCTION

a. Personnel can identify and locate library holdings by using the SICRI library code in the following format:

1. Originator of Data,
2. Keyword,
- (3) Country Code,
- (4) Short Title, or
- (5) Accession Number.

b. The Library destroys cancelled or obsolete recurring documents upon receipt of notification by originator. Analysts are to periodically review holdings in their area(s) of interest, to recommend destruction of nonrecurring publications.

c. The Library Staff periodically conducts a sight inventory of library material being held in subcustody. Persons holding subcustody materials must bring those materials to the Library on request.

d. To remove a reproduced document or publication from the building, first obtain a letter of transmittal.

4. LOAN PROCEDURES

a. Properly cleared personnel attached to FICGURLANT may sign for documents. The Library Supervisor approves document loans to personnel from commands other than FICGURLANT, if the requester has proof of clearance. Documents must be returned within one month or brought back for renewal, to ensure accountability, unless specific approval for a longer period is authorized.

4. Normally, all documents, except reference aids, are available for loan from the Library. The requester must sign custody cards for all material, regardless of classification, as needed for more than 24 hours. The Library staff will log all material on loan for 24 hours or less in the "Daily Log Book."

5. ENTERING THE LIBRARY AFTER NORMAL WORKING HOURS. Conduct all library transactions during normal working hours. In the event of an EMERGENCY, it becomes necessary to obtain a publication from the library after normal working hours, and no library personnel are present, the OOW acts as librarian to ensure all documents are signed out. If, in the event of an EMERGENCY, it becomes necessary to obtain a product from the Film/Maps and Charts Vault after normal working hours, personnel must contact the Library Officer or the Film/Maps and Charts Vault Supervisor.

3800.2 -- FILM/MAPS AND CHARTS VAULT

1. GENERAL. The Film/Maps and Charts Vault serves as the central repository for developed film, maps, charts, and related reference material used to support FICEXPLANET intelligence production tasks.

2. PROCUREMENT PROCEDURES. Submit requirements for maps and charts to the Film/Maps and Charts Custodian. To obtain a positive of aerial film, submit a memo to the Film/Maps and Charts Custodian stating mission type, date of coverage desired, and tasking unit.

3. RECEIPT, CONTROL, AND LOAN PROCEDURES

a. Submit requests for processed mission film to the Film/Maps and Charts Custodian. The requesting officer must check out and return within 30 days any film removed from the Film/Maps and Charts Library for use by divisions within the command.

b. Submit requests for maps, charts, and related products to the Film/Maps and Charts Custodian. For inventory and control purposes, the requesting officer must sign for all maps and charts, regardless of classification.

3. Routes the correspondence and the Project Tasking memo as required. The Tasking Office also determines if any screening is required.

3. PHONE TASKING PROCEDURES. The Tasking Office handles all phone taskings for FICLUKAWANT. When a short-lived tasking is taken by phone, the Tasking Office completes a tasking sheet, giving a due date and details of proposed tasking. The Tasking Office then routes the tasking sheet directly to the department involved, since phone tasking is normally high priority work.

4. MESSAGE PROCEDURES

a. HANDLER SECRET AND BELOW MEMOS. The Tasking Office completes a tasking memo for each incoming message requiring action by FICLUKAWANT, giving a due date, and including a phone code, and routes the message to the action department. The Tasking Office tracks action taken or underway for each tasked message.

b. TOP SECRET MEMOS. The Top Secret Control Officer/Assistant will handcarry all TOP SECRET messages requiring action to the Tasking Office after review by the AO and CO. The Tasking Office will complete a tasking sheet, giving a due date and details of proposed tasking. The Top Secret Control Officer/Assistant then handcarries the TOP SECRET message to the cognizant Department head, Division Officer for subcustody signature (see Article 501.5, section 3, of this Manual).

5. PROJECT TASK STATUS REPORT. The Tasking Office maintains the TASKS tasking file for query on a weekly basis to produce a project status report. This report reflects all TASKS-designated tasking under two headings: PROGRESS REPORT and PROJECTS COMING DUE WITHIN ONE WEEK. Tasking updates the report on a weekly basis with copies distributed to all Department Heads, AO, CO, and Special Assistants.

FIGURE 12-107 (continued)
1. November 1957

e. Upon completion of action, the responsible division will return the tasking; send to the Tasking Office a card annotating on the sheet the total number completed in the tasking; and the letter serial number and date, message date time group, or date of phonecon. This information facilitates completion of the tasking, enabling the Tasking Office to remove the action department from the project, and to close.

3800.4 -- TECHNICAL SERVICES FOR INTELLIGENCE AND SECURITY PHOTOGRAPHY
CONCERNING PHOTOGRAPHY, LITHOGRAPHY, AND REPRODUCTION

1. GENERAL. Technical Services are controlled directly by the Technical Services Department head.

2. LOCATION. The Technical Services Job Control Desk is in Room 124.

3. HOURS OF OPERATION. Technical Services Job Control Office is open for routine business from 1100 to 1130 and from 1300 until 1540. Place priority job orders at any time.

4. TECHNICAL SERVICES JOB CONTROL SERVICES. The following services are performed by Technical Services Job Control:

a. Accepts job orders for:

1. Photographic Services Branch,
2. Lithographic Services Branch, and
3. Graphic Arts Services Branch

b. Reviews job orders for completeness and accuracy to ensure that customers receive the requested service.

c. Ensures the job orders are of proper quality for reproduction and have appropriate project code numbers.

d. Provides information, on request, concerning the status of work being performed on job orders and informs customers if delays are anticipated.

e. Informs customers when completed job orders are ready for pick up.

5. AUTHORITY TO SIGN JOB ORDERS. Only those personnel on the current Technical Services Job Control Authorization List may approve job orders. The Technical Services Department updates this authorization list periodically.

6. PICKING UP COMPLETED JOBS. Technical Services Job Control notifies customers by telephone when job orders are completed and ready for pick up. It is the customer's responsibility to promptly pick up completed job orders, and to deliver completed job orders to the Mailroom or to make any other required disposition.

7. ACCURACY OF COMPLETED WORK. Technical Services Job Control is to make every effort to deliver completed jobs in an orderly and timely manner when completed. The requester is to review graphics prior to reproduction to ensure compliance with the request; and, after reproduction, to double-check format, content, and assembly.

d. JOB ORDERS. The Technical Services Job Control Desk maintains job order forms. All job orders are triplicate as follows.

a. Original (White Copy). Accompanies the job through all steps of the process. Record on the back side all pertinent data such as costs, man-hours, and names of all people who were involved with the production of the job. The job recipient signs the original White Copy and returns it to the Technical Services Job Control Desk.

b. Pink Copy. The Technical Services Job Control Desk retains this copy for record purposes until the job is completed, at which time it is destroyed.

c. Yellow Copy. The Technical Services Job Control Desk returns this copy to the requester at the time of submission. The requestor is to use the yellow Copy as receipt for the materials left with the Technical Services Job Control Desk. Upon completion of the job, the requester may destroy the Yellow Copy.

9. SUBMISSION OF MATERIALS

a. PHOTOGRAPHIC JOBS

(1) Place all cut negative frames in a preserver at the time of submission to prevent scratches and abrasions.

(2) Schedule all classified photographic work through the Technical Services Job Control Desk.

b. LITHOGRAPHIC JOBS. The requester must thoroughly check jobs going to the print shop at CINCLANTFLT for completeness and accuracy prior to submission.

c. GRAPHIC ARTS JOBS. The requester must legibly write or type all rough drafts.

10. WORK FLOW AND PRIORITIES

a. The Technical Services Department acts upon all work requests as expeditiously as possible. Requesters should pick up completed work as soon as possible after notification of completion. Any job order processed through two divisions or the CINCLANTFLT Print Shop requires more time to complete.

c. Have the priority action placed on the job order pulled out of the requesting department and approved by the Technical Services Department and the priority action. The Job Control Desk advises the requester when priority action is required to meet the requested due date.

d. The Commanding Officer or Executive Officer must authorize any job order requiring emergency overtime action of civilian employees.

e. The Technical Services Department head must approve all job requests from outside the command. The Job Control Desk must complete an outside tracking form.

1800.5 -- AUDIO-VISUAL PRODUCTION OF THE SPECIAL PRESENTATIONS BRANCH

1. GENERAL. The Technical Services Department administers the audio-visual production services.

2. HOURS OF OPERATION. Normal working hours: 0715-1915 and 1230-1545.

3. SERVICES. The Special Presentations Branch, in conjunction with the audio-visual production office, performs the following services.

a. Produce video intelligence briefs on subjects of interest to Atlantic Fleet commands in 3 1/2-inch Beta I format and 1/2-inch Beta I format.

b. Publishes the FICEURLANT quarterly intelligence magazine "FRONT LINE."

1800.6 -- FICEURLANT PRODUCTS AND SERVICES MANUAL

1. GENERAL. The Products and Services Manual contains a consolidated listing of all major intelligence products and services available from FICEURLANT. It contains the title of each item, a brief description, classification, and how products and services may be obtained.

2. RESPONSIBILITIES. The ~~Production Management Department~~ ^{Command Editor} updates the Products and Services Manual. The Mailroom maintains the required automated distribution lists for all major intelligence publications.

101.1 -- ENERGY CONSERVATION

Ref: (a) OPNAVINST 4100.11
(b) CINCLANTFLTINST 111.1
(c) COMNAVBASSECOPINST 111.1
(d) CINCLANTFLTINSTR 111.1

1. ENERGY CONSERVATION PROGRAM. The FICEURLANT energy program provides policy guidance for the development and implementation of plans and programs in energy use.

2. ENERGY CONSERVATION OFFICER. The Energy Conservation Officer (ECO) is an assigned collateral duty. The ECO is responsible for the overall development and coordination of the command energy program. Responsibilities include, but are not limited to, the following:

a. Principal advisor and single point of contact for all energy conservation matters.

b. Plans monthly meetings of the Energy Performance Monitoring Team, quarterly meetings of the Energy Advisory Board, and joint meetings as may be required or directed.

c. Develops and maintains the necessary instructions, notices, and bulletins and promulgates all policy and guidance for the command energy program.

d. Plans and administers an aggressive and highly visible program for increasing energy awareness among all personnel within the command.

e. Collects and maintains accurate records: monthly Defense Energy Information System (DEIS) reports, quarterly Energy Audit Reports (EAR), data from command metering devices, transportation records, and emergency generator fuel report.

f. Submits recommendations and new initiatives for modifications in energy policy and conservation targets to the Energy Advisory Board.

g. Submits requests for waivers to energy use standards.

3. ENERGY ADVISORY BOARD. The Energy Advisory Board assists the Commanding Officer in the review of the energy program and impact on FICEURLANT to implement the references and this

article. The Executive Officer chairs the Board with membership comprised of all Directors, Safety Officer, and Comptroller. It meets once every quarter.

4. ENERGY PERFORMANCE MONITORING TEAM. The Energy Conservation Officer provide technical assistance to the Energy Performance Monitoring Team. The Team monitors work areas to ensure compliance with energy use requirements, and maintains current lists of all equipment, operating specifications, and logs. The team meets monthly. Team composition is: one Area Monitor 'E5 or above, or an appropriate civilian from each department, the Facilities Engineering Officer, and Command Duty Vehicle Coordinator.

5. TEMPERATURE REQUIREMENTS

a. Maintain all rooms which contain computers, automated data processing ADP, equipment, or other temperature and humidity sensitive equipment at a temperature of 70 degrees Fahrenheit or at temperatures as specified by the equipment manufacturer, whichever is higher.

b. During May-September, maintain the first deck north wing (i.e., CO/XO offices, Admin, Plans Staff, Lounge, Reserve Liaison, Command Career Counselor, Command Master Chief at a temperature of 74 degrees Fahrenheit.

c. During October-April, maintain the first deck spaces in subparagraph 5a at a temperature of 65 degrees Fahrenheit.

d. During May-September, maintain all other spaces no lower than 78 degrees Fahrenheit.

e. During October-April, maintain all other spaces no higher than 65 degrees Fahrenheit.

f. Space heaters, unless specifically waived by Atlantic Fleet Headquarters Support Activity, are prohibited in the FICEURLANT building.

6. LIGHTING. Facilities Engineering is to tailor lighting to actual requirements and in accordance with reference d, or other appropriate technical directives.

a. In occupied spaces, maintain general lighting intensities at not more than 50 foot candles at work stations, 30 foot candles in general work areas, and 10 foot candles in

non-work areas and passageways. Apply all level standards with due consideration to related factors of glare and contrast.

b. Secure lights in unused spaces.

c. Facilities Engineering is to wire lights to permit selective use of lighting without turning on banks of lights.

d. Clean reflective fluorescent fixtures periodically.

e. Replace 40W fluorescent tubes with 34W tubes.

f. Use fluorescent lights in place of incandescent lights wherever possible.

g. Use mercury or sodium type external security lighting which is controlled by photocells.

7. WATER

a. Operate all photographic processing equipment with flow reducing and automatic shutoff devices.

b. Ensure flushometer type toilets have a flush volume not to exceed two gallons.

c. Ensure flushometer type urinals have a flush volume not to exceed two gallons.

d. Equip all showers and sink faucets with approved flow-reducers.

e. Atlantic Fleet Headquarters Support Activity authorizes outdoor use of water.

8. GOVERNMENT OWNED AND LEASED VEHICLES. The Command Vehicle Coordinator and the Officer of the Day will strictly control use of Government vehicles assigned to FICEURLANT. Follow minimum measures listed below in the operation of government vehicles assigned to this command or drawn from the motor pool as appropriate.

- a. The Command Duty Officer, Officer of the Day, or the Vehicle Coordinator schedules and approves all trips by government vehicles, except for courier trips scheduled and coordinated by the SSC TCO.
- b. Use government vehicles for transportation on the compound only for the pick up/delivery of material during inclement weather, at night, or when the size or quantity of material precludes delivery/pick-up if walking.
- c. Use government vehicles only if a telephone call, the guard mail, a letter, or message will not meet the requirements.
- d. Combine trips within the Sewells Point area into the twice-daily administrative runs whenever possible.
- e. Keep all vehicles in peak operating condition. The Command Vehicle Coordinator will ensure that duty drivers conduct a daily operator's inspection, and that all vehicles receive periodic vehicle maintenance or whenever they are not operating at peak efficiency.
- f. Fill out trip logs (NAVFAC Form 9-11240/1 for every trip.
- g. The Vehicle Coordinator is to constantly monitor all vehicle usage, including all records.
- h. Strictly obey speed limits, never exceeding the posted speed limit or other limits imposed by legal authority, whichever is lower.

4400.1 -- SUPPLY PROCEDURES

1. GENERAL INFORMATION. The following paragraphs delineate the procedures to be followed when dealing with either the Comptroller Office of this command or with HSA Supply Office directly. In addition to the guidance found herein, the Comptroller's Office holds current supply and fiscal instructions and directives. Direct any questions first to the department's designated supply representative, then the Comptroller.

2. REQUISITIONING STANDARD STOCK MATERIAL. Upon determining a requirement for material carried by either the Navy or Defense Supply systems, notify the division supply representative to initiate a requisition.

a. Supply reps are to prepare a DD 1348 (6 pt, (see Figure 1, page IV-6). Each supply rep is to maintain a log of all requisitions generated and keep a running total of monies obligated to date. It is recommended that this log be reviewed on a monthly basis by the respective Department Head/Division Officer. When preparing the DD 1348 (6 pt, the supply rep is to ensure the validity of the stock number and unit price prior to submission. If the Management List Navy (MLN) or Master Cross Reference List (MCRL) microfiche cards are not held by the division, use the set in the Supply Office. After preparing the DD 1348 (6 pt), forward it to the Supply Office for approval and signature via the Division/Department Head. If the requisition is a priority 03 (required response within 48 hours), the requester must attach a statement of urgency to the DD 1348 (6 pt,.

b. The Assistant Supply Officer (ASO) reviews the requirement, verifies all information on the DD 1348 (6 pt), then annotates the FIC document number in card columns 30 through 43. After signing the DD 1348 (6 pt), the ASO pulls one copy for filing, one copy for the divisional supply rep's files, and forwards the remaining copies to the Headquarters Support Activity (HSA) Fiscal Division. HSA Fiscal Division annotates the DD 1348 (6 pt) with accounting data and forwards it to HSA Supply, where a DD 1348m is generated. The DD 1348m places the requirement into the Navy/Defense Supply System.

3. PURCHASING MATERIAL NOT IN THE NAVY OR DEFENSE SUPPLY SYSTEM. Upon determining a requirement for material not carried in the Navy or Defense Supply systems, notify the division supply representative to initiate a requisition.

a. Supply reps are to prepare a NAVCOMPT 2276 (8 pt) (see Figure 2, page IV-7). Each supply rep is to maintain a log of all requisitions generated and keep a running total of monies obligated to date. It is recommended that this log be reviewed on a monthly basis by the respective Division Officer/Department Head. The supply rep is to ensure the validity of the requirement; and that the item, or a like item, cannot be requisitioned through the Navy/Defense Supply System. If the

FIGEURLANTINST 1000 10
1 JUL 1987

NO00189 AVAL SUPPLY		02564 FIGEURLANT WASHINGTON, VA.	
(NOMENCLATURE)			
SHAFT			
		00 905 1102 EA C0001	
		F1230T SN MILLER 4-6288	
		APPROVED BY K.T. HUGHES GS12, CONTROLLER	
90			
		5.00 5.00	

Figure 1

1 THIS REQUEST MAY BE APPROVED BY THE REQUESTING OFFICE AND THE COMPTROLLER OF THE GOVERNMENT. THE REQUESTING OFFICE SHALL BE RESPONSIBLE FOR THE FOLLOWING:

2 REFERENCE NUMBER: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

FROM: **FICERLANT**
BLDG. NH-139
NORFOLK, VA 23504

TO: **LANTFLT/OPS/PA-1**
SUPPLY DEPT
BLDG NH-139

13. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CU	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DU	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FU	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GU	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HU	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IU	IV	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	KM	KN	KO	KP	KQ	KR	KS	KT	KU	KV	KW	KX	KY	KZ	LA	LB	LC	LD	LE	LF	LG	LH	LI	LJ	LK	LM	LN	LO	LP	LQ	LR	LS	LT	LU	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MU	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NU	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OU	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PU	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QU	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RU	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SU	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TU	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UU	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VU	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WU	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	XG	XH	XI	XJ	XK	XL	XM	XN	XO	XP	XQ	XR	XS	XT	XU	XV	XW	XX	XY	XZ	YA	YB	YC	YD	YE	YF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YU	YV	YW	YX	YY	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZU	ZV	ZW	ZX	ZY	ZZ
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14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT

15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED
 THESE ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND
 REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED

A ACRN	B ITEM NO	C PSC	D NAT STOCK NO	E DISC SPEC AND OR DRAWING NO	F ETC	G QUANTTY	H UNIT	I ESTIMATED IN THREE	J M	K ESTIMATED AMOUNT
				FULL DESCRIPTION OF ITEM, ALL SPECIFICATION ETC IF A REPAIR PART LIST MANUFACTURER PART NUMBER.		001	EA	00.00		00.00
				SUGGESTED SOURCE ADDRESS CONTACT POINT.						

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES PRESERVATION AND PACKAGING INSTRUCTIONS SHIPING GRAND TOTAL **XX.00**

17. TRANSPORTATION ALLOTMENT (Use if POS Contractor is plant)

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED. AUTHORIZING OFFICIAL NAME, TITLE AND SIGNATURE: **W. J. HUGHES, JR., COMPTROLLER** DATE: **2/2/67**

19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HERewith. ACCEPTING OFFICIAL NAME, TITLE AND SIGNATURE: DATE:

item, or a like item, is carried in the supply system, the requirement must be converted to a stock number. If the stock numbered item does not meet the division's requirements, the supply rep must provide a memo justifying the open purchase and why the standard stock item is not acceptable. The NAVCOMPT 2276 (8 pt) must identify at least one purchase source (three sources if total dollar value exceeds \$1,000.00). If only one source for the material can provide the necessary product, the supply rep must attach a sole source justification to the NAVCOMPT 2276 (8 pt). Make every attempt to ensure both competition and the lowest price available. Upon completion of the NAVCOMPT 2276 (8 pt), forward it to the Supply Office for approval and signature via the Division Officer/Department Head. If the requisition is a priority O3 supply response required within 48 hours, the requester must attach a statement of urgency to the NAVCOMPT 2276 (8pt).

b. The Assistant Supply Officer (ASO) reviews the requirement and verifies the accuracy of all pertinent data. If no suitable stock substitute exists, the ASO annotates the FIC document number in block 2. This number consists of the current julian date and a sequentially assigned number. After signing the NAVCOMPT 2276 (8 pt), the ASO pulls one copy for filing, one copy for the division supply rep's files, and forwards the remaining copies and any supporting documentation to the Headquarters Support Activity (HSA) Fiscal Division. HSA Fiscal Division annotates accounting data on the NAVCOMPT 2276 (8 pt) and forwards it to the HSA purchasing staff.

4. PURCHASING SERVICES. Upon identification of a service requirement, the division supply rep should first ensure that the equipment is not already covered by a current contract. This is accomplished by checking the type of equipment and its serial number against the current year's Annual Contract Listing.

a. If the equipment requiring service is not covered by contract, the division supply rep is to prepare a NAVCOMPT 2276 (8 pt) (see Figure 3, page IV-9), annotating the equipment serial number, location in the building, the local point of contact, and phone number. The NAVCOMPT 2276 (8 pt) must identify at least one service source (three sources if total dollar value exceeds \$1,000.00). If only one source can provide the necessary service, the division supply rep must attach a

THIS REQUEST MUST BE ACCOMPANIED BY THE FIGURES LISTED ON THE REVERSE SIDE									
REFERENCE NUMBER									
1. TRANSMIT UNIT BLDG. NO. 39 NORFOLK, VA 235									
11 TO SUPPLY DATA BLDG. NO. 38									
12 A. B. APPROPRIATE C. SUB. D. SPEC. E. ST. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z. AA. AB. AC. AD. AE. AF. AG. AH. AI. AJ. AK. AL. AM. AN. AO. AP. AQ. AR. AS. AT. AU. AV. AW. AX. AY. AZ. BA. BB. BC. BD. BE. BF. BG. BH. BI. BJ. BK. BL. BM. BN. BO. BP. BQ. BR. BS. BT. BU. BV. BW. BX. BY. BZ. CA. CB. CC. CD. CE. CF. CG. CH. CI. CJ. CK. CL. CM. CN. CO. CP. CQ. CR. CS. CT. CU. CV. CW. CX. CY. CZ. DA. DB. DC. DD. DE. DF. DG. DH. DI. DJ. DK. DL. DM. DN. DO. DP. DQ. DR. DS. DT. DU. DV. DW. DX. DY. DZ. EA. EB. EC. ED. EE. EF. EG. EH. EI. EJ. EK. EL. EM. EN. EO. EP. EQ. ER. ES. ET. EU. EV. EW. EX. EY. EZ. FA. FB. FC. FD. FE. FF. FG. FH. FI. FJ. FK. FL. FM. FN. FO. FP. FQ. FR. FS. FT. FU. FV. FW. FX. FY. FZ. GA. GB. GC. GD. GE. GF. GG. GH. GI. GJ. GK. GL. GM. GN. GO. GP. GQ. GR. GS. GT. GU. GV. GW. GX. GY. GZ. HA. HB. HC. HD. HE. HF. HG. HH. HI. HJ. HK. HL. HM. HN. HO. HP. HQ. HR. HS. HT. HU. HV. HW. HX. HY. HZ. IA. IB. IC. ID. IE. IF. IG. IH. II. IJ. IK. IL. IM. IN. IO. IP. IQ. IR. IS. IT. IU. IV. IW. IX. IY. IZ. JA. JB. JC. JD. JE. JF. JG. JH. JI. JJ. JK. JL. JM. JN. JO. JP. JQ. JR. JS. JT. JU. JV. JW. JX. JY. JZ. KA. KB. KC. KD. KE. KF. KG. KH. KI. KJ. KK. KL. KM. KN. KO. KP. KQ. KR. KS. KT. KU. KV. KW. KX. KY. KZ. LA. LB. LC. LD. LE. LF. LG. LH. LI. LJ. LK. LL. LM. LN. LO. LP. LQ. LR. LS. LT. LU. LV. LW. LX. LY. LZ. MA. MB. MC. MD. ME. MF. MG. MH. MI. MJ. MK. ML. MM. MN. MO. MP. MQ. MR. MS. MT. MU. MV. MW. MX. MY. MZ. NA. NB. NC. ND. NE. NF. NG. NH. NI. NJ. NK. NL. NM. NN. NO. NP. NQ. NR. NS. NT. NU. NV. NW. NX. NY. NZ. OA. OB. OC. OD. OE. OF. OG. OH. OI. OJ. OK. OL. OM. ON. OO. OP. OQ. OR. OS. OT. OU. OV. OW. OX. OY. OZ. PA. PB. PC. PD. PE. PF. PG. PH. PI. PJ. PK. PL. PM. PN. PO. PP. PQ. PR. PS. PT. PU. PV. PW. PX. PY. PZ. QA. QB. QC. QD. QE. QF. QG. QH. QI. QJ. QK. QL. QM. QN. QO. QP. QQ. QR. QS. QT. QU. QV. QW. QX. QY. QZ. RA. RB. RC. RD. RE. RF. RG. RH. RI. RJ. RK. RL. RM. RN. RO. RP. RQ. RR. RS. RT. RU. RV. RW. RX. RY. RZ. SA. SB. SC. SD. SE. SF. SG. SH. SI. SJ. SK. SL. SM. SN. SO. SP. SQ. SR. SS. ST. SU. SV. SW. SX. SY. SZ. TA. TB. TC. TD. TE. TF. TG. TH. TI. TJ. TK. TL. TM. TN. TO. TP. TQ. TR. TS. TT. TU. TV. TW. TX. TY. TZ. UA. UB. UC. UD. UE. UF. UG. UH. UI. UJ. UK. UL. UM. UN. UO. UP. UQ. UR. US. UT. UU. UV. UW. UX. UY. UZ. VA. VB. VC. VD. VE. VF. VG. VH. VI. VJ. VK. VL. VM. VN. VO. VP. VQ. VR. VS. VT. VU. VV. VW. VX. VY. VZ. WA. WB. WC. WD. WE. WF. WG. WH. WI. WJ. WK. WL. WM. WN. WO. WP. WQ. WR. WS. WT. WU. WV. WW. WX. WY. WZ. XA. XB. XC. XD. XE. XF. XG. XH. XI. XJ. XK. XL. XM. XN. XO. XP. XQ. XR. XS. XT. XU. XV. XW. XX. XY. XZ. YA. YB. YC. YD. YE. YF. YG. YH. YI. YJ. YK. YL. YM. YN. YO. YP. YQ. YR. YS. YT. YU. YV. YW. YX. YY. YZ. ZA. ZB. ZC. ZD. ZE. ZF. ZG. ZH. ZI. ZJ. ZK. ZL. ZM. ZN. ZO. ZP. ZQ. ZR. ZS. ZT. ZU. ZV. ZW. ZX. ZY. ZZ.									
13 A. B. APPROPRIATE C. SUB. D. SPEC. E. ST. F. G. H. I. J. K. L. M. N. O. P. Q. R. S. T. U. V. W. X. Y. Z. AA. AB. AC. AD. AE. AF. AG. AH. AI. AJ. AK. AL. AM. AN. AO. AP. AQ. AR. AS. AT. AU. AV. AW. AX. AY. AZ. BA. BB. BC. BD. BE. BF. BG. BH. BI. BJ. BK. BL. BM. BN. BO. BP. BQ. BR. BS. BT. BU. BV. BW. BX. BY. BZ. CA. CB. CC. CD. CE. CF. CG. CH. CI. CJ. CK. CL. CM. CN. CO. CP. CQ. CR. CS. CT. CU. CV. CW. CX. CY. CZ. DA. DB. DC. DD. DE. DF. DG. DH. DI. DJ. DK. DL. DM. DN. DO. DP. DQ. DR. DS. DT. DU. DV. DW. DX. DY. DZ. EA. EB. EC. ED. EE. EF. EG. EH. EI. EJ. EK. EL. EM. EN. EO. EP. EQ. ER. ES. ET. EU. EV. EW. EX. EY. EZ. FA. FB. FC. FD. FE. FF. FG. FH. FI. FJ. FK. FL. FM. FN. FO. FP. FQ. FR. FS. FT. FU. FV. FW. FX. FY. FZ. GA. GB. GC. GD. GE. GF. GG. GH. GI. GJ. GK. GL. GM. GN. GO. GP. GQ. GR. GS. GT. GU. GV. GW. GX. GY. GZ. HA. HB. HC. HD. HE. HF. HG. HH. HI. HJ. HK. HL. HM. HN. HO. HP. HQ. HR. HS. HT. HU. HV. HW. HX. HY. HZ. IA. IB. IC. ID. IE. IF. IG. IH. II. IJ. IK. IL. IM. IN. IO. IP. IQ. IR. IS. IT. IU. IV. IW. IX. IY. IZ. JA. JB. JC. JD. JE. JF. JG. JH. JI. JJ. JK. JL. JM. JN. JO. JP. JQ. JR. JS. JT. JU. JV. JW. JX. JY. JZ. KA. KB. KC. KD. KE. KF. KG. KH. KI. KJ. KK. KL. KM. KN. KO. KP. KQ. KR. KS. KT. KU. KV. KW. KX. KY. KZ. LA. LB. LC. LD. LE. LF. LG. LH. LI. LJ. LK. LL. LM. LN. LO. LP. LQ. LR. LS. LT. LU. LV. LW. LX. LY. LZ. MA. MB. MC. MD. ME. MF. MG. MH. MI. MJ. MK. ML. MM. MN. MO. MP. MQ. MR. MS. MT. MU. MV. MW. MX. MY. MZ. NA. NB. NC. ND. NE. NF. NG. NH. NI. NJ. NK. NL. NM. NN. NO. NP. NQ. NR. NS. NT. NU. NV. NW. NX. NY. NZ. OA. OB. OC. OD. OE. OF. OG. OH. OI. OJ. OK. OL. OM. ON. OO. OP. OQ. OR. OS. OT. OU. OV. OW. OX. OY. OZ. PA. PB. PC. PD. PE. PF. PG. PH. PI. PJ. PK. PL. PM. PN. PO. PP. PQ. PR. PS. PT. PU. PV. PW. PX. PY. PZ. QA. QB. QC. QD. QE. QF. QG. QH. QI. QJ. QK. QL. QM. QN. QO. QP. QQ. QR. QS. QT. QU. QV. QW. QX. QY. QZ. RA. RB. RC. RD. RE. RF. RG. RH. RI. RJ. RK. RL. RM. RN. RO. RP. RQ. RR. RS. RT. RU. RV. RW. RX. RY. RZ. SA. SB. SC. SD. SE. SF. SG. SH. SI. SJ. SK. SL. SM. SN. SO. SP. SQ. SR. SS. ST. SU. SV. SW. SX. SY. SZ. TA. TB. TC. TD. TE. TF. TG. TH. TI. TJ. TK. TL. TM. TN. TO. TP. TQ. TR. TS. TT. TU. TV. TW. TX. TY. TZ. UA. UB. UC. UD. UE. UF. UG. UH. UI. UJ. UK. UL. UM. UN. UO. UP. UQ. UR. US. UT. UU. UV. UW. UX. UY. UZ. VA. VB. VC. VD. VE. VF. VG. VH. VI. VJ. VK. VL. VM. VN. VO. VP. VQ. VR. VS. VT. VU. VV. VW. VX. VY. VZ. WA. WB. WC. WD. WE. WF. WG. WH. WI. WJ. WK. WL. WM. WN. WO. WP. WQ. WR. WS. WT. WU. WV. WW. WX. WY. WZ. XA. XB. XC. XD. XE. XF. XG. XH. XI. XJ. XK. XL. XM. XN. XO. XP. XQ. XR. XS. XT. XU. XV. XW. XX. XY. XZ. YA. YB. YC. YD. YE. YF. YG. YH. YI. YJ. YK. YL. YM. YN. YO. YP. YQ. YR. YS. YT. YU. YV. YW. YX. YY. YZ. ZA. ZB. ZC. ZD. ZE. ZF. ZG. ZH. ZI. ZJ. ZK. ZL. ZM. ZN. ZO. ZP. ZQ. ZR. ZS. ZT. ZU. ZV. ZW. ZX. ZY. ZZ.									
14. AMOUNTS WILL NOT BE EXCEEDED IN THE BUDGET ON DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER									
15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED THESE ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUESTED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED									
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS									
17. TRANSPORTATION ALLOTMENT <input type="checkbox"/> (If FOS Computer is used)									
18. CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED									
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH									

sole source justification to the NAVCOMPT 2276 8 pt). Make every attempt to ensure competition and the lowest price available. Upon completion of the NAVCOMPT 2276 8 pt., forward it to the Supply Office for approval and signature via the Division Officer/Department head. If the requisition is a priority 03 (required supply response within 18 hours), attach a statement of urgency to the NAVCOMPT 2276 8 pt).

NOTE: If the item to be serviced is similar in nature to those already covered by a service contract, forward a request to the Supply Office for the item to be included in the contract. This will preclude duplicate contracts.

b. The ASO reviews the requirement, verifies all pertinent information, then annotates the PIC document number in block 2 of the NAVCOMPT 2276 8 pt.. This number consists of the current julian date and a sequentially assigned number. The ASO pulls one copy for filing, one copy for the divisional supply rep's files, and forwards the remaining copies to the Headquarters Support Activity (HSA) Fiscal Division. HSA Fiscal Division annotates accounting data on the NAVCOMPT 2276 8 pt) and forwards it to the HSA purchasing staff.

5. UNAUTHORIZED COMMITMENTS

a. GENERAL INFORMATION. Only Contracting Officers may enter into contracts on behalf of the Government. An unauthorized commitment results when material is delivered or a service is rendered to the Government, provided in good faith by a commercial vendor, based on conversations or written documentation with an employee of the government who did not have the authority to enter into such a contract. A "Supply Officer" is not necessarily a "Contracting Officer"; FICEURLANT does not have an assigned Contracting Officer.

b. Always exercise extreme care when dealing with commercial vendors. Do not request or accept any material or service unless specifically authorized in writing by a Contracting Officer. Do not execute purchase orders "after the fact." Material receipts prior to a contract being awarded constitute an unauthorized commitment.

c. Never request services (maintenance, linen, etc.) of a vendor unless you can verify that a valid contract exists with that vendor for that particular service. A contract may exist for the same equipment, but the particular serial number must

match and be cited under the contract. In all cases, the FICEURLANT point of contact for the contract should be consulted. If the point of contact is not available, notify the Assistant Supply Officer. There is to provide authorization or approval for the service call only after verifying the item is covered under the current contract. Any service performed by a vendor that is not specifically covered under a contract is an unauthorized commitment.

d. Payment for unauthorized commitments is the responsibility of the individual who entered into the contract, not the Government's.

e. The U.S. Government may approve payment of unauthorized commitments only if the following conditions are met:

(1) The unauthorized commitment was not made to circumvent the system. The ratifying official must find that the commitment resulted from either an emergency requirement or a mistake on the part of the individual. The ratifying official must also find that the contractor relied on the apparent authority of the individual making the commitment.

(2) The ratifying official determines that the resulting contract would be proper, the funds were available at the time the commitment was made, and that the commitment was not against the law.

(3) The ratifying official determines that the price is fair and reasonable (taking into account such factors as the price if normal procurement procedures had been followed).

(4) The ratifying official must be a Contracting Officer who had the authority to enter into the contract at the time the unauthorized commitment was made, and who still has that authority at the time of ratification.

f. Procedures for requesting relief from payment:

(1) If the individual who made the unauthorized commitment desires relief from payment, he/she shall forward to the Commanding Officer all documentation concerning the transaction. At the minimum, this will include:

(a) A typewritten statement, signed by the individual, describing the circumstances, explaining why normal procurement procedures were not followed, what requirement

necessitated the commitment, whether any benefit was received and its value, and any other pertinent facts.

(b) All orders, invoices, or other documentary evidence of the transaction.

(c) A typewritten statement, signed by the Supply Officer, recommending whether or not the unauthorized commitment should be ratified.

(2) If the Commanding Officer determines that the commitment should be ratified, the Commanding Officer shall forward the documentation described above to the Contracting Officer with a signed endorsement that:

(a) Verifies the accuracy and completeness of the documentation.

(b) Describes the measures taken to prevent a recurrence of unauthorized commitments.

(c) Provides a complete purchase description and funding for the contract and a DD 1348.

(3) The Contracting Officer is to review all the documentation and endorsements provided and take the following actions:

(a) Prepare the findings and determinations and forward a recommendation to the ratifying official.

(b) Prepare appropriate contractual documents and forward, along with all the supporting documents, to legal counsel.

(4) The ratifying official reviews the file and if deemed proper, takes action to execute the appropriate contractual documents.

(5) If the Commanding Officer determines that the commitment should not be ratified, the Commanding Officer shall forward to the invoicing company the name and address of the individual who is liable for payment.

5. READY SHOP STORES RSS-13

a. The Ready Shop Store located in building NH-19, maintains a "ready supply" of cleaning and office supplies. When the need for something carried at RSS-13 arises, the division supply representative reports to the FICEURLANT Supply Office and picks up their respective RSS-13 shopping card. This is a small yellow card, previously annotated with the department's job order number. The supply rep then goes directly to building NH-19 and selects the required materials. No paperwork is needed.

b. It is imperative that the supply rep return the RSS-13 card to the FICEURLANT Supply Office when returning from NH-19. Because these cards have job order numbers attached, they are just like a blank check.

c. On a weekly basis HSA Supply forwards to the FICEURLANT Supply Office a listing, by stock number, of all materials taken from Ready Shop Stores. This list is broken down by job order, giving a dollar amount chargeable to each. A DD 1348 is prepared and forwarded to HSA for payment.

7. SERVMART

a. When requesting material that is available from SERVMART (Naval Station), the division supply rep must prepare a DD 1348 (6 pt) (see Figure 4, page IV-14) in addition to the SERVMART Shopping List (see Figure 5, page IV-15). First route SERVMART requirements through the HSA Ready Shop Store in accordance with paragraph 6 above. After receiving all available material from RSS, the supply rep will take all paperwork to the HSA Supply Officer for processing and completion of a DD 1348m. This, along with HSA's SERVMART card, are then taken to the Naval Station to pick up the remaining material. Upon return from SERVMART, the supply rep is to stop at HSA for verification of the material received and leave the SERVMART shopping list and card at HSA Supply. The supply rep then takes copies of the SERVMART adding machine tape to FICEURLANT Supply.

b. SERVMART is open from 0800-1500 Monday through Friday.

FIGURE PLANTING 1987

NO0189 NSC SERVMAIT		NO 8-A FICELRLANT	
HVO		NOT TO EXCEED \$200.00	
NTE		LO 00001	
200.00			
HOPPER SN MILLER PR240T		SSN: 212-34-3433	
APPROVED BY: [Signature]		BUSINESS US 12 COMPLIANT	

Figure 4

SHIP/ACTIVITY
FICERLANT

952-1-1-40

AND CODE

ITEM NO	ORG SYM AND NEW OR REVISION	DESCRIPTION	QTY	UNIT PRICE	EXTENSION	REMARKS
1	7530-00-131-114	2000 2000 1000 1000	100	100	100	100
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

CERTIFICATION

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE U.S. NAVY
REQUEST APPROVED BY

TYPED NAME AND SIGNATURE

(Rank and Grade)

R.T. HUDGINS GS12, COMPTROLLER

NAME (Signature and Rate or Rank of Authorized Shopper)

TOTAL

PLUS 10% FOR PRICE VARIATIONS

GRAND TOTAL

May not exceed 10%
but on 100 items 14%

B. RECEIVING

a. The HSA Receiving Department receives the majority of all material requisitioned, both standard stock and open purchase. At least once every day, the ASO goes to HSA receiving, and annotates and makes one copy of all shipping documents. He leaves the original documents at HSA Receiving for processing and payment by the HSA Fiscal and Payment Departments. The copy, he places in the requesting department's box located in the FICEURLANT Supply Office for pick up by the respective supply rep.

b. The supply rep is responsible for picking up the items purchased at HSA Receiving. If the item is too large to be carried or transported by truck, the supply rep must request to have the item delivered.

c. Occasionally, the Mail Room receives items sent through the mail. The Mail Room is to deliver the materials to the Supply Office for verification and signature.

d. Should something be delivered to the Quarterdeck, watchstanders are NOT to sign for it. Although the mailing address may say "FICEURLANT," the material may not necessarily be for this command. The watch is to contact the Supply Office or the Department concerned, who will come to the Quarterdeck and sign for the materials.

e. Supply reps are to pick up material ASAP. In the case of delivery to HSA, the FICEURLANT bin is an open area and anyone could walk away with the material. In the case of direct delivery to FICEURLANT, the Supply Office does not have room available for storing items ordered by Departments.

4500.1 - PROPERTY DISPOSAL

1. PROCEDURES

a. MATERIAL NOT READY FOR ISSUE (NRFI). Turn NRFI material into HSA Supply using a DD 1348-1 (see Figure 6, page IV-17). The appropriate divisional supply representative is to prepare the DD 1348-1 then submit it to FICEURLANT Supply for approval and signature. The divisional supply representative then takes the DD 1348-1 to HSA Supply for signature along with the



Figure 6

1 JULY 1987

material to be turned in. The divisional supply representative then returns a signed copy of the DD 1348-1 to FICEURLANT Supply Office. HSA supply will turn the material into Property Disposal, located at the South Annex, Hampton Blvd, Norfolk, Virginia, or make other disposition of the material as they deem appropriate.

b. MATERIAL READY FOR ISSUE (RFI). Before any paperwork is prepared for material that is no longer required in the division, determine if any other department within the command needs or can use the equipment. One suggested method is to run a note in the POD. If no other department requires the material, the divisional supply rep is to prepare a DD 1348-1 (see Figure 6, page IV-17), then submit it to FICEURLANT Supply for approval and signature. The divisional supply representative then takes the DD 1348-1 to HSA Supply for signature along with the material to be turned in. The divisional supply representative then returns a signed copy of the DD 1348-1 to FICEURLANT Supply Office. HSA supply will turn the material into the Naval Supply Center, or make other disposition of the material as they deem appropriate.

4651.1 -- GOVERNMENT MOTOR VEHICLE LICENSES (PERMITS)

1. PROCEDURES. The SWO coordinates required action related to tests, examinations, and Government Motor Vehicle Permits (SF 46). The candidate:

a. Obtains a recommendation from the candidate's supervisor.

b. Knows local traffic regulations and how to complete Motor Vehicle Accident Reports; if unable to drive a manual transmission vehicle, must have "RESTRICTED TO AUTOMATIC TRANSMISSION VEHICLE" typed on license.

2. CIVILIAN REQUIREMENTS. See PWCNORVAINST 11240.11.

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4790.1 -- MAINTENANCE AND MATERIAL MANAGEMENT

Ref: (a) NAVSO P-3006-1
(b) OPNAVINST 11010.23D
(c) CINCLANTFLTINST 5450.9E
(d) CINCLANTFLTINST 5450.162

1. The Facilities Engineering Department provides overall maintenance control.
 2. The Comptroller provides material control.
-

4790.2 -- DAILY CLEANUP, FIELD DAYS/INSPECTIONS, AND COMMAND MATERIAL/ZONE INSPECTIONS

1. DAILY CLEANUP

a. All military and civilian personnel are responsible for the daily cleanliness of their work area.

b. CUSTODIAL PERSONNEL. Contract custodial personnel are responsible for periodic cleaning of areas and spaces outlined in PWC contract #N62470-82-S-4944. The FICEURLANT Facilities Engineering Department is responsible for monitoring the performance of contract custodial personnel.

c. FICEURLANT WATCH PERSONNEL. Watch personnel are responsible for cleanup duties as outlined in FICEURLANTINST 1601.1D.

2. FIELD DAYS/INSPECTIONS. Department Heads, Division Officers, and other cognizant supervisory personnel conduct field days and periodic inspections of assigned spaces.

3. COMMAND MATERIAL/ZONE INSPECTIONS

a. DATES. Command Material/Zone Inspections occur each Thursday, alternating weekly between the first and second decks.

b. INSPECTING OFFICERS. Lieutenant Commanders, Chief Petty Officers, and Senior Chief Petty Officers will conduct weekly command material/zone inspections. The Administrative Department promulgates the zone inspection watchbill.

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c. WORKING INSPECTIONS. Semi-Monthly Command Material/Zone Inspections are working inspections, not to interfere with normal operations. Personnel working in spaces normally open will continue working and will not come to attention. Division Officers or designated Branch Officers will greet the inspecting officer, rendering proper military courtesy when presenting spaces for inspection. Division Officers or designated Branch Officers accompany the inspecting officer and note remarks by the inspecting officer which require corrective action. The Department Head or Division Officer ensures that all spaces are open and that appropriate personnel are standing by to greet and assist the inspecting officer. Do not open desk drawers or drawers of filing cabinets or safes for zone inspection.

d. REPORT OF INSPECTIONS. The inspecting officer prepares inspection results assigning adjective grades of Excellent, Satisfactory, or Unsatisfactory in the areas of cleanliness and preservation, and describing any discrepancies; and submits the report to the Executive Officer via the Facilities Engineering Department Head.

e. REPORTS OF CORRECTIVE ACTION. Directors ensure that action is taken to correct deficiencies and report such action in the appropriate space on the zone inspection report form. The Facilities Engineering Department is to initiate corrective action which involves custodial personnel and/or Work Requests through PWC.

4790.3 -- WORKING PARTY PROCEDURES

1. The Command Master Chief organizes all working parties.

5040.1 -- ON-SITE SURVEYS

1. GENERAL. FICELURLANT and outside command inspection teams occasionally conduct surveys at FICELURLANT concerning various aspects of its mission, functions, and tasks.
 2. ON-SITE SURVEY COORDINATOR. The executive officer will designate an on-site survey coordinator for each on-site survey.
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5050.1 -- COMMAND BRIEFINGS AND ORIENTATION TOURS

Ref: (a) FICELURLANTINST 5050.1

1. GENERAL. The Commanding officer will approve all requests for official visits including VARS and foreign personnel. The Commanding Officer assisted by the executive officer and the designated escort officer will coordinate all matters relating to Command briefings and Orientation tours. The executive officer reviews the itinerary for briefings, assigns a briefing officer, and issues a FICELURLANTINST 5050 to appropriate addressees listing times, events, security clearances, personnel responsible, and other pertinent information. Reference (a) and the 5050 notices provide amplifying guidance for each visit.
-

5050.2 -- GUEST SPEAKER LECTURES, ARMED FORCES STAFF COLLEGE

1. GENERAL. Only officers and Federal civilian employees who possess the necessary security clearance and have a need-to-know may attend guest speaker lectures. The command submits a current clearance request on each individual authorized to attend a particular lecture at least five days in advance. The Security Manager or the official charged with certification of personnel security clearances must maintain a signature card (AF 577) with the AFSC Security Office.

2. PROCEDURES

- a. ADMIN. Submit names of attendees to the Armed Forces Staff College.
- b. DEPARTMENT. Screen eligible personnel and furnish admin the following information by memorandum:
 - (1) Title of lecture.
 - (2) Names of individuals who will attend lecture.

5060.3 -- AUDITORIUM AND CONFERENCE ROOM, ROOM 174,

1. COORDINATION. Personnel requiring use of the Auditorium or Room 174 (adjacent to the Commanding Officer's office) will request scheduling from the CO's Secretary.
2. PRIORITY OF UTILIZATION. The following priorities apply:
 - a. Command briefings/orientation, including reserve orientation each Monday morning,.
 - b. Command/outside agency conferences and meetings.
 - c. General Military & Civilian Training.
 - d. Ceremonies.
 - e. Other purposes as required.
3. SECURITY CLEARANCES. Personnel hosting any conference or meeting which involves personnel outside the command shall ensure that the proper security clearances are forwarded to FICERLANT by message prior to the convening date of the meeting.
4. COFFEE. A 30-cup coffee pot is available for use. Any group desiring coffee for its conference is responsible for the service, including coffee, utensils, preparation, and cleanup. There will be no eating, drinking, or smoking in the Auditorium. The FICERLANT host officer may set up a coffee mess in the lounge.
5. APPEARANCE. It is the responsibility of all personnel hosting a meeting in the Auditorium and Conference room to ensure that the room is left presentable for the next group, that all coffee cups and trash are properly discarded, and that lights are turned off.

5060.1 -- AWARDS, HONORS, AND CEREMONIES

1. CROSS-REFERENCE. See the following articles in this Manual for indicated honors and ceremonies.
 - a. DECORATIONS, MEDALS, AND AWARDS. Article 1650.1.

environmental Quality Program Coordinator, and is responsible for coordinating all actions or programs that affect the FICEURLANT environment as delineated in reference (a).

5100.1 -- HAZARDOUS MATERIAL/HAZARDOUS WASTE CONTROL PROGRAM

Ref: (a) Federal Standard No. 313B
(b) 29 CFR 1910.1200
(c) OPNAVINST 5100.233
(d) NAVSUPINST 5100.27
(e) OPNAVINST 5090.1
(f) NAVFACINST 5100.14A

1. GENERAL. Every FICEURLANT member is responsible for hazardous material/hazardous waste (HM/HW) safety. The Commanding Officer designates a Hazardous Material/Hazardous Waste Control Officer.

2. THE HAZARDOUS MATERIAL/HAZARDOUS WASTE CONTROL OFFICER shall:

a. Maintain and be familiar with HM/HW instructions, and incorporate requirements in those instructions into the FICEURLANT HM/HW Control Program.

b. Maintain and annually update a complete inventory of all hazardous material used within FICEURLANT, including the location, quantity, stock number, chemical or common name, shelf life where appropriate, and disposal requirements.

c. Implement a HM/HW information and training program for members who use or handle hazardous materials.

d. Per references (a) and (b), obtain a Material Safety Data Sheet (MSDS) for each hazardous item used; and, per reference (c), forward copies to the Navy Environmental Health Center and the Sewells Point Branch Medical Clinic, Naval Station Norfolk, VA.

e. Maintain a complete file of MSDS on hazardous materials used and make the MSDS, or a worker-oriented summary, available to HM users. Attach the MSDS or summary to the appropriate operating procedure, process instruction, test procedure, or similar document, then incorporate the package as an integral part of the HM Training Program.

f. Use storage codes listed in enclosure (4) to reference (d) to determine safe storage, handling, and use.

- b. INCENTIVE AWARDS PROGRAM FOR MILITARY/CIVILIAN PERSONNEL. Article 1650.2.
 - c. COMMAND PERSONNEL INSPECTIONS. Article 1010.2.
 - d. RETIREMENT/TRANSFER TO THE FLEET RESERVE. Article 1800.1.
 - e. OFFICER PROMOTION CEREMONY. Article 1420.1.
 - f. REENLISTMENT AND EXTENSION OF ENLISTMENT. Article 1160.1.
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5070.1 -- NAVAL WARFARE PUBLICATION LIBRARY (NWPL)

Ref: (a) NWP 0(4)

1. GENERAL. Reference a) contains policies, guidance, and procedures concerning the administration of NWP publications. Personnel at FICEURLANT are governed by the provisions of reference (a) and this article which concern the administration and handling of NWP publications.

2. FICEURLANT NWP LIBRARY. The FICEURLANT NWP Library is in the Top Secret Control Office. The NWP Custodian administers the NWP Library.

3. SUBCUSTODY OF NAVAL WARFARE PUBLICATIONS. Persons at FICEURLANT who are properly cleared and have a need-to-know may sign for and retain subcustody of Naval Warfare Publications drawn from the FICEURLANT NWPL. As subcustodians, such persons are responsible for the accountability, safeguarding, and maintenance of the publication, including entering all changes while the publication is in their custody. Subcustodians may NOT remove Naval Warfare Publications from the FICEURLANT building.

4. ANNUAL INVENTORY. In January of each year, the NWP Custodian shall conduct a NWP annual inventory (see reference (a)), and submit a report to the Commanding Officer.

5090.1 -- ENVIRONMENTAL QUALITY PROGRAM

Ref: (a) OPNAVINST 5090.1

1. ENVIRONMENTAL QUALITY PROGRAM COORDINATOR. The Facility Engineering Officer performs duties as the FICEURLANT

g. Use Storage Compatibility Tables I and II in attachment C to enclosure (4) to reference (d) to prevent unsafe commingling of incompatible hazardous materials.

h. Comply with all requirements for disposal of HM per reference (e).

i. Comply with the provisions of 29 CFR for the transport of HM.

j. Per reference (b), ensure that labels are put on all containers prior to issue. The labels are to provide sufficient information to properly assess the hazard presented by the contents.

k. Report HM mishaps to the FICEURLANT Safety Officer.

3. THE SAFETY OFFICER shall:

a. Become familiar with HM/HW control per references (c), (d), and (f).

b. Assist the Hazardous Material/Hazardous Waste Control Officer in areas of command safety affected by HM/HW.

c. Report HM mishaps per reference (e), chapters 3 and 4, as appropriate.

5102.1 -- ACCIDENT/ILLNESS REPORTING

1. PROCEDURES. Personnel must inform the Safety Officer as soon as possible whenever any of the below situations occur at FICEURLANT:

a. MILITARY PERSONNEL. Any accidental injury, death, or occupational illness which results in one or more of the following events:

(1) death,

(2) one or more lost work days,

(3) electric shock,

(4) chemical or toxic exposure or oxygen deficiency (all cases requiring medical examination), and/or

(5) explosive mishap.

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d. CIVILIAN PERSONNEL. Any accidental, occupational injury, death, or illness which results in any of the events listed in paragraph 1a 1 through 5 above.

e. PROPERTY DAMAGE. All cases of accidental damage to government property, which involve repair/replacement costs of \$250 or more.

5110.1 -- MAIL AND POSTAL MATTERS

Ref: a. OPNAVINST 5112.6
 'b) DOD 5270.1R
 (c) OPNAVINST 5510.17
 (d) OPNAVINST 5219.

1. GENERAL. References a through d and this article apply.
 2. MAIL ROOM HOURS OF OPERATION. Monday through Friday 0715 - 1545. Official outgoing correspondence must reach the Mail Room by 0900 to be delivered with the morning mail run, and 1300 to be delivered with the afternoon mailrun. There is no outgoing registered mail during the afternoon.
 3. MAIL ORDERLIES. Only designated mail orderlies may pick up official U.S. and personal mail at the HSA Mail Room.
 4. PERSONAL MAIL.
 - a. OUTGOING. The FICEURLANT Mail Room will not handle or deliver outgoing personal mail to the HSA Mail Room. Personnel must mail their own outgoing personal mail.
 - b. INCOMING. Although the Mail Room sorts and distributes incoming personal mail, all FICEURLANT personnel who are not living in the BOQ/BEQ are to ensure that personal mail is mailed to home addresses.
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5120.1 -- SAVINGS BONDS

Ref: (a) SECNAVINST 5120.3F

1. See reference (a).

5200.1 -- FRAUD, WASTE AND ABUSE PREVENTION PROGRAM

Ret: (a) USCINCLANT/CINCLANTFLT INST 5200.7

1. PURPOSE. This article establishes and implements policies and procedures for the prevention of waste, fraud and abuse within the command.

2. OBJECTIVE. To eliminate elements of fraud, waste and abuse in the management of programs and products in support of the fleet.

3. METHODOLOGY. The key to fighting fraud, waste and abuse is awareness and an active detection and prevention program. Fraud, waste and abuse can be detected through effective internal controls, developing and recognizing indicators in highly vulnerable areas, and a strong Internal Review Board. The essential elements are lessons learned, trend analysis, and effective follow-up. The Internal Review Board Chairman will oversee all fraud, waste and abuse functions as part of the Internal Control function. The responsibilities of the Internal Review Board are in Article 7510.1 of this Manual.

4. DETECTION PHASE

a. INTERNAL CONTROL PROGRAM. The Internal Review Board Chairman and other members of the Internal Review Board are designated by the Executive Officer in the Collateral Duties Notice (FICELRLANTNOTE 1300).

b. INDICATORS. Use worksheets for:

- (1) Analysis of general control environment.
- (2) Analysis of inherent risk.
- (3) Preliminary evaluation of safeguards.

Significant discrepancies should be identified which will provide "initial warning" that something may be wrong. Indicators are not evidence of the presence of fraud, waste and abuse, but simply identify situations that require close review.

c. A strong review staff is the key to eliminating fraud, waste and abuse.

5. PREVENTION PHASE

a. Ways to prevent fraud, waste and abuse:

1. Lessons learned and trend analysis.
2. Follow-up validation.

b. The key to preventing fraud, waste and abuse is for the review staff to recognize that effective procedures are not in place. They shall conduct frequent procedure reviews to ensure compliance with effective measures which correct identified problem areas.

6. ACTION. The Commanding Officer will:

- a. Implement the Internal Control Program.
 - b. Implement the Internal Control Review Board.
 - c. Review applicable lessons learned and ensure departments take action to correct the discrepancies found.
 - d. Report significant fraud, waste and abuse issues to NAVINSGEN via the chain of command.
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5210.1 -- COMMAND CENTRAL AND DECENTRALIZED FILES

Ref: (a) SECNAVINST 5210.1-C
(b) REGPROMAN, Article 3000.1
(c) REGPROMAN, Article 3000.2
(d) REGPROMAN, Article 3000.3
(e) REGPROMAN, Article 5210.1
(f) REGPROMAN, Article 5510.5

1. GENERAL. Except as noted in paragraphs 2 and 3 below, the Central Files for official correspondence are in the Mail Room, marked and filed according to the Standard Subject Identification Codes in reference (a). See references (b) through (f) and this article for procedures about the location, control, maintenance, filing, and check out of correspondence.

2. EXCEPTIONS. Find decentralized correspondence at the following locations other than Central Files:

- a. SSO/TCO CORRESPONDENCE. SSO/TCO spaces.
- b. TOP SECRET CORRESPONDENCE AND MESSAGES. Top Secret Control Office.

c. SI/SSO MESSAGES. SSO/TCO Office.

d. INTELLIGENCE PUBLICATIONS. FICEDURANT Intelligence Library. See reference (b).

e. MAPS AND CHARTS. FICEDURANT Intelligence Library. See reference (c).

f. SECURITY CLEARANCE VISIT REQUEST FILES AND RECORDS

(1) SSO VISIT CLEARANCE. SSO/TCO Office.

(2) ALU OTHER. Mailroom.

g. SI/SSO PUBLICATIONS. SSO/TCO Office.

h. CORRESPONDENCE CONCERNING PERSONNEL. Admin Office and Central Files.

i. SPECIAL CATEGORY PERSONNEL MESSAGES. SSO/TCO Office.

j. PORT DIRECTORY INPUT AND RELATED FILES. Port Directory Branch, Amphibious Intelligence Division.

k. NAVY DEPARTMENT INSTRUCTIONS AND NOTICES. Admin Office.

(1) Upon receipt, Admin routes one copy to cognizant personnel and marks the other copy for the Master Command File.

(2) If additional copies are required for retention by a primary action/cognizant department, Admin reproduces and distributes as appropriate and marks the Master Command File copy for future reference purposes.

l. GENERAL PUBLICATIONS. The Admin Office holds general publications, Navy Regulations, MILPERSMAN, etc.

m. NWP Publications. Top Secret Control Office.

n. OP ORDERS/OP PLANS/CON PLANS

(1) Top Secret - Top Secret Control Office.

(2) Secret and below - FICEDURANT Intelligence Library.

e. NATO Publications/messages. Top secret Control Office.

p. OTHER DECENTRALIZED FILING. If other categories of correspondence should be decentralized for filing, contact the Administrative Division Officer.

3. CONTENTS OF CENTRAL FILES. Command Central Files contain the following material:

a. SECRET AND BELOW CORRESPONDENCE. If correspondence SECRET or below is not authorized for decentralized filing, it is filed in Central Files. Correspondence not marked for retention by a department, division, or office will not be retained without the approval of the Mail Room Supervisor.

b. THE YELLOW COMMAND FILE COPY OF SECRET AND BELOW OUTGOING CORRESPONDENCE. The Mail Room files the yellow command file copy of SECRET and below outgoing correspondence in Central Files.

c. THE PINK SERIAL COPY OF SECRET AND BELOW OUTGOING CORRESPONDENCE. The Mail Room files the pink serial copy of SECRET and below outgoing correspondence in the Central Files Serial File.

4. CHECKING OUT FILES AND RECORDS. Personnel may not check out files and records from Central Files. The Mail Room will reproduce copies for authorized personnel who have a need-to-know.

5212.1 -- RECORDS DISPOSAL

Ref: (a) SECNAVINST 5212.5C

1. GENERAL. See reference (a) and this article for guidance on records disposal.

2. RECORDS DISPOSAL OFFICER. The Top Secret Control Officer (TSCO) is also the Records Disposal Officer. The Top Secret Control Officer advises Department Heads concerning the proper and timely disposition of files and records.

3. RECORDS DISPOSAL SCHEDULE

a. CENTRAL FILES. Except for those files of permanent value to FICELURLANT, the Mail Room disposes of two-year-old correspondence and documents held in Central Files annually, by burning or transferring to the appropriate Federal Records Center.

b. TOP SECRET FILES MAINTAINED BY THE TOP SECRET CONTROL OFFICE. The Top Secret Control Officer destroys by burning TOP SECRET correspondence, messages, and documents which have served their purpose, have been superseded, or otherwise cancelled.

c. SSO/TCO CORRESPONDENCE. Special instructions apply to SSO/TCO correspondence.

d. INTELLIGENCE PUBLICATIONS MAINTAINED BY THE FICELURLANT INTELLIGENCE LIBRARY. When superseded by new intelligence publications and/or when no longer needed, the Intelligence Library destroys them by burning.

e. SECURITY CLEARANCE/VISIT REQUEST FILES AND RECORDS. The Mail Room and SSO, respectively, destroy by burning all security clearance/visit request files and records when they have served their purpose.

f. CORRESPONDENCE CONCERNING PERSONNEL. The Admin Office destroys two-year-old personnel correspondence not filed in service records and not of permanent value to the Navy or FICELURLANT. The Admin Office also transfers two-year-old personnel correspondence of permanent value to the Navy, but not to FICELURLANT, to the appropriate Federal Records Center; and indefinitely maintains personnel correspondence of no permanent value to the Navy but of permanent value to FICELURLANT.

g. PORT DIRECTORY FILES. The Port Directory Branch destroys two-year-old Port Directory Files by burning.

h. MASTER CASE FILE OF FICELURLANT INSTRUCTIONS AND NOTICES. The Administrative Office maintains the Master Case File of both effective and cancelled FICELURLANT instructions and notices indefinitely.

1. SERIALIZED AND JULED ORIGINATOR'S WHITE COPIES OF OUTGOING CORRESPONDENCE. Departments may retain serialized and dated originator's white copies of outgoing correspondence indefinitely, or may destroy correspondence at least two years old at any time by burning.

3. OTHER DIVISION/OFFICE FILES AND RECORDS. As a general rule, departments/offices/divisions may destroy files and records at least two years old and of no permanent value to FICEURLANT.

4. REPORTS OF DESTRUCTION. Departments prepare Reports of Destruction, when required, in accordance with the provisions of reference (a) and other pertinent directives.

5213.1 -- FORMS MANAGEMENT AND CONTROL PROGRAM

Ref: (a) OPNAVINST 5213.1B
(b) SECNAVINST 5213.10C
(c) COMNAVFORPLANTINST 5213.1B
(d) CINCLANTFLTINST 5400.2L

1. GENERAL. The Admin Office maintains a Forms Management and Control Program based upon references (a) through (d), and this article.

2. OBJECTIVES

a. To ensure that necessary forms and related procedures are developed and designed to make the maximum contribution to the mission of the command.

b. To eliminate unnecessary and duplicate forms and consolidate those serving like or similar functions. Where duplication occurs, the higher echelon form shall be used.

c. To achieve the most efficient production and distribution of forms.

3. FORMS MANAGEMENT AND CONTROL OFFICER. The Administrative Officer is the Forms Management and Control Officer and performs the following:

a. Assigns FICEURLANT Form numbers to all forms created within the command, including new forms and revisions of existing forms.

b. Reviews newly created, revised, and existing forms to eliminate unnecessary and duplicate forms and to consolidate forms serving similar functions.

c. Provides originators of forms with technical assistance concerning design and format.

d. Promulgates an annual listing of active forms per reference (a), and distributes it to all Directors, Departments and Special Assistants. The Admin Office maintains the master listing of active forms.

e. Accomplishes an annual review of forms during the anniversary month per reference (a).

f. Assists the Commanding Officer in analyzing cost and manpower expenditure information concerning forms.

g. Maintains the Command Case File of effective and cancelled FICEURLANT forms.

h. Per references (c) and (d) forwards two copies of all new or revised FICEURLANT forms to COMNAVJURFLANT for review and analysis for use as a LANTFLT form.

4. ACTION

a. ORIGINATORS

(1) Personnel creating new forms or revising forms presently in existence shall submit them, prior to printing, to the Administrative Officer for approval, attached to a OPNAV 5211/19 (Request for New or Revised Form), stocked in the Admin Office. No forms shall be printed and/or put into use without the approval of the Administrative Officer.

(2. Review forms during their anniversary month, or at other times as circumstances dictate, and notify the Administrative Officer as to whether the form is still effective, needs revision, or can be cancelled.

b. ADMINISTRATIVE OFFICER

(1) Upon receipt of a new or revised form attached to a OPNAV 5213/19, will analyze the design and use of the form. If the Admin Officer approves the form, he shall assign a FICEURLANT Form Number and return it to the originator. If the Admin Officer disapproves the form, he shall provide the reasons and assistance to the originator.

(2 Perform other duties listed in paragraph 3 of this Article.

c. PRINTING SERVICES OFFICER. The Print Shop shall not reproduce new or revised FICEURLANT forms unless they have been approved by the Administrative Officer.

5215.1 -- PREPARATION OF FICEURLANT INSTRUCTIONS AND NOTICES

Ref: (a) SECNAVINST 5215.1C
(b) DOD 5200.1-R
(c) OPNAVINST 5510.1G

1. GENERAL. Reference (a), and this article discuss preparation of FICEURLANT Instructions and Notices. References (b) and (c) contain guidance for classification markings of FICEURLANT directives.

2. DIRECTIVES CONTROL POINT. The Administrative Officer is the Directives Control Point, and performs the following:

a. Reviews proposed FICEURLANT instructions and notices prior to signature and ensures they are in the proper format; have the proper identification symbols and distribution assigned; and contain proper markings concerning classification, special handling instructions, etc.

b. Analyzes FICEURLANT instructions, making recommendations for improvements when appropriate; and ascertains currency, need, and possible overlap of or conflict with other directives.

c. Assigns consecutive numbers to new instructions.

d. Maintains master up-to-date sets of incoming and outgoing directives, including cross-reference sheets if the directive is filed elsewhere.

e. Issues an annual numerical checklist of all currently effective instructions.

f. Forwards a copy of each FICEURLANT instruction to the originator during its anniversary month, to be reviewed for possible revision, cancellation, or consolidation.

g. Maintains the Command Master Case File of effective and cancelled instructions and notices.

3. ACTION

a. ORIGINATORS

(1) Route rough and smooth drafts of FICEURLANT Instructions and Notices to the Administrative Officer for review prior to submission to the Executive Officer/Commanding Officer.

(2) Consult with the Administrative Officer for advice on proper format and classification of proposed directives.

(3) Conduct a review of each applicable instruction during its anniversary month, or whenever circumstances dictate, and inform the Administrative Officer as to whether it is still effective, if a change or revision will be issued, if it can be cancelled, or if it should be incorporated into the REGPROMAN.

b. ADMINISTRATIVE OFFICER. Perform the duties listed in paragraph 2 of this Article.

c. DISTRIBUTION. The Admin Office distributes FICEURLANT Instructions and Notices per distribution lists assigned by the originator (see FICEURLANTINST 5216.1P).

d. SPARE COPIES. The Administrative Office maintains copies.

e. SIGNING FICEURLANT INSTRUCTIONS AND NOTICES

(1) FICEURLANT INSTRUCTIONS. Only the Commanding Officer signs FICEURLANT Instructions; this authority is not delegated.

(2) FICEURLANT NOTICES. The Executive Officer and Administrative Officer are authorized to sign (by direction) FICEURLANT Notices which do not change FICEURLANT Instructions. This authority is not delegated.

5216.1 -- PROCESSING INCOMING AND OUTGOING CORRESPONDENCE

Ref: (a) SECNAVINST 5210.11C
(b) SECNAVINST 5215.1C
(c) SECNAVINST 5216.5C
(d) DOD 5200.1-R
(e) OPNAVINST 5510.1G
(f) REGPROMAN, Article 3110.1
(g) REGPROMAN, Article 3800.3
(h) REGPROMAN, Article 5211.1
(i) REGPROMAN, Article 5212.1
(j) REGPROMAN, Article 2300.1

1. GENERAL. References (a) through (j) and this article contain guidance for processing (other than preparation) incoming and outgoing classified and unclassified material.

2. PREPARING, MARKING, AND CLASSIFYING. See Article 5216.2 of this Manual.

3. TCO/SSO INCOMING CORRESPONDENCE. Special instructions apply to TCO/SSO correspondence.

4. TOP SECRET MATERIAL

a. TOP SECRET CONTROL OFFICER. The Top Secret Control Officer is directly responsible to the Commanding Officer for all matters relating to TOP SECRET materials. He is the only person, except the Commanding Officer and Executive Officer, who is authorized to conduct the exchange of TOP SECRET material between FICEURLANT or any of its personnel, and any other organization or its personnel. He is assisted by the Top Secret Control Yeoman. In the absence of the Top Secret Control Officer, the Alternate Top Secret Control Officer has this authority.

b. CONTROLLING, SAFEGUARDING, AND STOWING OF TOP SECRET MATERIAL. The Top Secret Control Officer and other personnel who handle TOP SECRET materials will ensure that it is properly controlled and safeguarded at all times. When not in use, stow TOP SECRET material per references (d) and (e). Never leave TOP SECRET material unattended on, or in, desks or other unsecured spaces.

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c. CONTINUOUS CHAIN OF RECEIPTS. The Top Secret Control Officer maintains a continuous chain of receipts for TOP SECRET material during the active life of the material, and for two years after its destruction.

d. DISSEMINATION OF TOP SECRET MATERIAL, EXCEPT LINDIS MESSAGES. The Top Secret Control Officer is to apprise the Commanding Officer and Executive Officer of, and afford access to, all TOP SECRET material received. The TSCU will also apprise, and permit access by, other personnel with TOP SECRET clearances who have a "need-to-know." Otherwise, the TSCU will not route or disseminate TOP SECRET material.

e. LINDIS MESSAGES. Unless the Commanding Officer or Executive Officer authorizes further dissemination in specific cases, the Top Secret Control Officer affords access to TOP SECRET LIMITED DISTRIBUTION (LINDIS) messages only to the Commanding Officer and Executive Officer.

f. SUBCUSTODY. The Top Secret Control Officer may grant subcustody of TOP SECRET materials, provided secure handling and storage facilities are available.

g. SAFE COMBINATIONS. Holders of TOP SECRET material are to provide the Special Security Officer with sealed and signed envelopes containing the combinations to safes wherein TOP SECRET material is stored in accordance with Article 5510.5, Section 4 of this Manual. The Special Security Officer holds combinations of safes located in exclusion areas.

h. DESTRUCTION OF TOP SECRET MATERIAL. Destroy TOP SECRET material per references (d), (e), and (i).

i. SECURITY VIOLATIONS, COMPROMISES, AND RELATED DISCREPANCIES

(1) Any person who discovers a possible security violation, compromise or related discrepancy of any kind concerning TOP SECRET material is to immediately report all known facts to the Top Secret Control Officer, who will notify the Security Manager.

(2) The Security Manager then conducts an immediate preliminary investigation and verbally reports results to the Commanding Officer and the Executive Officer.

(3) The Commanding Officer will determine whether a formal or informal investigation is necessary and appoints appropriate officers to conduct same.

5. SECRET, CONFIDENTIAL, AND UNCLASSIFIED MATTER

a. CONTROLLING, ROUTING, MAILING, AND FILING RESPONSIBILITIES

(1) The Mail Room routes, mails, and files incoming and outgoing SECRET, CONFIDENTIAL, and UNCLASSIFIED material, excluding GEMSER messages and material authorized for decentralized filing per reference (h).

(2) Reference (g) contains guidance for routing and controlling incoming action correspondence.

b. REGISTERED MAIL LOG. The Mail Room maintains a Registered Mail Log of all incoming and outgoing registered mail.

c. INCOMING MAIL ROUTING

(1) PRIMARY ROUTING. The Mail Room, in coordination with the Tasking Office, directs primary routing of controlled correspondence to the Department Heads/Special Assistants.

(2) SECONDARY ROUTING. Department Heads direct secondary routing of controlled correspondence (intradepartmental/office routing).

d. ACTION DUE DATES

(1) ADMINISTRATION AND PERSONNEL CORRESPONDENCE. Unless the correspondence indicates a shorter time frame, the normal due date for rough drafts to be submitted to the Executive Officer is seven days from date of receipt of the correspondence; the normal due date for smooth drafts to be ready for signature and/or mailing is ten working days from date of receipt.

(2) INTELLIGENCE PRODUCTION AND RELATED CORRESPONDENCE. See reference (g).

(3) REQUESTING EXTENSIONS ON ACTION DUE DATES AND INTERIM REPLIES. Departments/Divisions requiring extensions of action due dates may request them from the Tasking Officer for intelligence production and related correspondence, or from the Administrative Officer for command administration and personnel correspondence. If neither of these officers is able

to grant an extension, the member requiring the extension may consult with the Executive Officer for a final determination. If an extension is granted, prepare an interim response when required.

e. SUBCUSTODY OF SECRET, CONFIDENTIAL, AND UNCLASSIFIED CORRESPONDENCE, DOCUMENTS, ETC.

(1) See Articles 3800.1 and 3800.2 of this Manual for information concerning documents and film/maps and charts maintained by the Intelligence Library.

(2) See Article 5211.1 of this Manual concerning all other types of material.

f. SAFEGUARDING OF SECRET AND CONFIDENTIAL CORRESPONDENCE. As a minimum precaution to avoid security violations and compromises, keep SECRET and CONFIDENTIAL material which is not in use face down on desks or in desks, safes or other containers. Further, each member is to properly store correspondence and documents in his possession prior to securing for the day.

g. SAFE COMBINATIONS. Holders of combinations to safes containing SECRET, CONFIDENTIAL and/or UNCLASSIFIED matter are to provide the Special Security Officer sealed and signed envelopes containing the combinations to these safes in accordance with Article 5510.5, Section 4 of this Manual. The Special Security Officer holds all combinations of safes located in restricted areas.

h. SECURITY VIOLATIONS, COMPROMISES, AND RELATED DISCREPANCIES

(1) Any member who discovers a possible security violation, compromise, or related discrepancy concerning SECRET or CONFIDENTIAL material is to immediately report all known facts to the Security Manager.

(2) The Security Manager is to immediately conduct a preliminary investigation and verbally report results first to the Executive Officer and then to the Commanding Officer.

(3) The Commanding Officer determines whether a formal or informal investigation is necessary. If a formal investigation is required, the Commanding Officer appoints a board. The Commanding Officer and Executive Officer, when delegated, may release reports concerning such investigations.

1. DESTRUCTION OF SECRET, CONFIDENTIAL, AND UNCLASSIFIED MATERIAL. See references (d), (e), and (1) for guidance concerning the destruction of SECRET, CONFIDENTIAL, and UNCLASSIFIED material.

6. PROCESSING OUTGOING CORRESPONDENCE, DOCUMENTS, ETC.

a. TOP SECRET OUTGOING CORRESPONDENCE, DOCUMENTS, AND MESSAGES. The Top Secret Control Officer processes all outgoing correspondence, documents, and messages per references (d), (e) and (j).

b. REVIEWING OUTGOING SECRET, CONFIDENTIAL, AND UNCLASSIFIED CORRESPONDENCE. Originators are to route outgoing SECRET, CONFIDENTIAL, and UNCLASSIFIED correspondence (except FICEURLANT Transmittal Forms, messages, and requests for photographs, charts and maps) to the Administrative Office prior to their being sent to the XO/CO for signature, or to the Mail Room for mailing if signed "By direction." The Administrative Supervisor reviews all outgoing letters to ensure proper format, correct spelling, and proper markings and classification. The Administrative Supervisor has authority to reject correspondence which is improperly prepared and/or which does not meet, for any reason, the high standards expected of all correspondence originated by FICEURLANT personnel.

c. MAILING OF SECRET, CONFIDENTIAL, AND UNCLASSIFIED CORRESPONDENCE AND DOCUMENTS. The Mail Room mails all SECRET, CONFIDENTIAL, and UNCLASSIFIED correspondence and documents from FICEURLANT. The cognizant division is to ensure that outgoing SECRET, CONFIDENTIAL, and UNCLASSIFIED correspondence and documents are properly prepared, marked, and classified in accordance with reference (e) and Article 521b.2 of this Manual before being forwarded to the Mail Room to be serialized and dated. The Mail Room provides special processing for registered mail.

d. SSO/TCO OUTGOING CORRESPONDENCE. SSO/TCO transmits SSO/TCO correspondence in accordance with special procedures.

e. HAND-DELIVERIES OF INTELLIGENCE DOCUMENTS, PHOTOGRAPHS, MAPS, AND CHARTS. Visitors to FICEURLANT frequently come with the authorized intention to draw or borrow intelligence documents, photographs, maps, or charts. Transmittal Forms are required for all hand-deliveries of classified material. The Mail Room serializes and dates the form prior to issuing or lending the requested material to the visitor.

7. FILING OF INCOMING AND OUTGOING CORRESPONDENCE

a. CENTRAL FILES. See Article 521i.1 of this Manual.

b. DEPARTMENT/DIVISION FILES. Normally, Departments/Divisions will maintain subject file folders, which contain all material on the same or similar subjects. The items listed below are included:

(1) TOP SECRET incoming correspondence and messages and outgoing replies, if applicable. Personnel must check out Top Secret material from Top Secret Control per Article 5510.5, Section 5 of this Manual.

(2) SECRET, CONFIDENTIAL, and/or UNCLASSIFIED incoming correspondence.

(3) Department (white) copy of outgoing replies, endorsements, or other action taken by FICEURLANT.

This procedure ensures ready availability of "package" files to any person requiring the correspondence in connection with his official duties.

5216.2 -- PREPARING OUTGOING CORRESPONDENCE

Ref: (a) U.S. Navy Regulations, Article 1115
(b) MILPERSMAN 54101b0
(c) SECNAVINST 5210.11C
(d) SECNAVINST 5215.1C
(e) SECNAVINST 5216.5C
(f) DOD 5200.1-R
(g) OPNAVINST 5510.1G
(h) U.S. Government Printing Office Style Manual
(i) Better Naval Writing, OPNAV 09B-P1-84

1. GENERAL. See references (a) through (i) and this article concerning preparation of FICEURLANT outgoing correspondence.

2. "OFFICIAL CORRESPONDENCE"

a. DEFINED. "Official Correspondence" includes all recorded communications sent to or received by a person in the U.S. Navy in the execution of his office.

b. AUTHORITY. The Commanding Officer originates all official outgoing correspondence from FICEURLANT. Personnel may NOT originate official correspondence which applies to the mission, functions and tasks assigned to FICEURLANT, including all related support functions and tasks. Regardless of the format of official correspondence, including requisitions for materials and supplies, the Commanding Officer is the only official source of all such documents.

c. PERSONAL CORRESPONDENCE. Personnel may correspond directly on a personal basis with other commands and individuals in the performance of official duties, with their elected and appointed representatives, with their detailers, with individuals they are sponsoring or who are sponsoring them in connection with the Navy Sponsor Program, or like matters of a personal nature. Members may NOT address communications from themselves by name or title directly to another command or individual by name or title. Members must forward all personal requests of an official nature (requests for schools, extensions, etc.) sent outside the command via the chain of command. The Commanding Officer, FICEURLANT, is always the first "via addressee" in the chain of command concerning such requests.

3. ORAL OR TELEPHONE COMMUNICATIONS

a. When official business is conducted in person or by telephone, immediately summarize in writing the substance of any communication or order that should be made a matter of record. Immediately apprise the Commanding Officer in writing of any communications which would change, expand, or reduce the stated mission, functions and tasks of FICEURLANT.

b. Insofar as practicable, do not reference oral and telephonic communications in official outgoing correspondence.

4. SIGNING OFFICIAL OUTGOING CORRESPONDENCE

a. COMMANDING OFFICER. Only the Commanding Officer signs correspondence pertaining to the following:

(1) Matters involving changes, additions, or deletions concerning FICEURLANT's mission, functions, and tasks.

(2) Matters involving major policy or controversy, including denial of requests for support or services.

(3) Matters which require the Commanding Officer's signature by law or regulation (e.g., approving the finding and sentence of a court-martial).

b. AUTHORITY TO SIGN BY DIRECTION OF THE COMMANDING OFFICER. The Commanding Officer has granted specific "By direction" authority to the following positions:

- (1) Executive Officer
- (2) Special Assistant for Planning
- (3) Command Duty Officers
- (4) Reserve Readiness Officer
- (5) Admin Assistant
- (6) SSO/TCC
- (7) Department Heads

(8) Assistant Department Heads

(9) Special Assistant for Targeting

(10) Division Officers

Other command personnel who require "By direction" authority to perform collateral duties or to perform specific divisional functions are to request "By direction" authority through the chain of command.

5. SUBMISSION OF OUTGOING CORRESPONDENCE TO THE COMMANDING OFFICER.

a. Submit outgoing correspondence, in double-spaced rough draft format on plain white 8 1/2 x 11 inch bond paper, to the Administrative Assistant for initial review. Except when urgency dictates otherwise, submit rough and smooth drafts of outgoing correspondence for the Commanding Officer's signature via the chain of command in the following order:

- Originator and internal division/office chain of command,
- Interdepartmental interested personnel,
- Department Head,
- Administrative Officer,
- Administrative Assistant, then
- Executive Officer.

b. ROUGH DRAFT FOLDER ASSEMBLY. Place rough drafts of outgoing correspondence on the right inside of a folder; on the left inside of the folder, place reference and background

material. When references are listed in correspondence, the originator is to ensure that all references are included and properly labeled.

c. SMOOTH DRAFT FOLDER ASSEMBLY. Place smooth drafts of outgoing correspondence on the right inside of a folder, with the Command File Copy (Yellow Copy) pulled out approximately one inch to the right with the originator's codes listed for initialing. On the left inside of the folder, place the reference and background material. When references are listed in the correspondence, the originator is to ensure that all references are included and properly labeled.

6. NUMBER OF COPIES AND ASSEMBLY OF SMOOTH DRAFTS OF OUTGOING CORRESPONDENCE. Assemble the smooth draft of outgoing correspondence in the order listed below:

- Original.
- Enclosures, if any, arranged in numerical sequence.
- "Via" addressees' copies, if any; attach one copy for each addressee, with copies of enclosures attached if applicable.
- "Copy to" copies, if any; attach one copy for each "copy to" addressee, with copies of enclosures attached as indicated.
- Pink (Serial) Copy, without enclosures.
- Green (Read File) Copy, with enclosures, if any.
- Yellow (Command File) Copy, with enclosures, if any; position so that approximately one inch extends from the right hand side.

NOTE: If XEROX copies are used, mark appropriate copies: PINK, YELLOW, and GREEN.

7. LETTERHEAD. Prepare the first page of official outgoing correspondence on preprinted FICEURLANT letterhead paper. ALWAYS USE THE "From" line.

8. IDENTIFICATION SYMBOLS. Do not use identification symbols for correspondence addressed to a Member of Congress; letters of condolence, censure or commendation; and quasi-personal letters.

9. SERIAL NUMBER AND DATE. When no identification symbols are used, type the date of the letter. When identification symbols are used, leave the Serial Number and Date blank until the letter has been signed and reaches the Top Secret Control Office or Mail Room. The Top Secret Control Officer (TOP SECRET Only)

or Mail Room (SECRET and below) affixes the Serial Number and date when the correspondence is processed for transmittal/mailling.

10. OTHER. See references (e), (f), and (g) for guidance on classification and special markings, beginning format, paragraphing, paginating, and labeling enclosures, and to see examples of special correspondence formats.

5230.1 -- ACQUISITION AND USE OF AUTOMATED INFORMATION SYSTEMS (AIS)

Ref: (a) DODINST 5200.28-4
(b) DODINST 7920.1
(c) DODINST 7920.2
(d) SECNAVINST 5211.5C
(e) SECNAVINST 5230.8
(f) SECNAVINST 5236.1B
(g) SECNAVINST 5238.1B
(h) CINCLANTFLTINST 5400.2L, Article 21015
(i) CINCLANTFLTINST 7100.2J
(j) REGPROMAN, Article 5510.3
(k) OENAVINST 5239.1A
(l) SECNAVINST 5231.1B
(m) NAVDAC Publication 17.15 of July 1985

1. PURPOSE This article details FICEURLANT's Automated Information Systems (AIS) and control over those systems, in accordance with references (a) through (m), and establishes a uniform command policy to manage:

- a. The acquisition and use of all sizes and types of computer systems in FICEURLANT (see paragraph 6).
 - b. All AIS or revisions thereto in accordance with this article.
 - c. The life-cycle management policies and procedures of references (b), (f), and (l) for large AIS.
 - d. Support for and responsibilities of end-user programming efforts.
2. APPROVAL AND PROCUREMENT. To ensure appropriately integrated planning is conducted prior to obtaining AIS, the following procedures will be followed:

a. The user of proposed AIS will provide the requirements, concepts of operation, and justifying documentation to the Computer Systems Management Department.

b. Whenever feasible and practical, satisfy functional requirements with multi-user, general purpose systems rather than single user, special purpose systems.

c. Procure new systems or enhance existing systems only when existing systems cannot be demonstrated, through approved economic and/or functional analysis, to be economically suited or functionally practical for the required task.

d. The Computer Systems Management Department will plan and coordinate the procurement and/or enhancement of all AIS with the Special Assistant for Planning, the Comptroller, the Facilities Engineering Officer, and, to ensure compliance with reference (a), the ADP Security Officer.

3. STANDARDIZATION. One of the objectives of references (b) and (f) is the promotion of cost effective standardization of AIS. FICEURLANT AIS standards are to be consistent with DOD, DON, and USCINCLANT compound standards.

a. The Computer Systems Management Department, through the Configuration Management Officer, maintains current costs and inventory status for all FICEURLANT AIS.

b. The Computer Services Department establishes, maintains, and publishes AIS standards for software design, coding, documentation, testing, user manuals, and installation/integration per references (e) and (m) and for hardware configuration, installation, testing, and maintenance. The standards will be precise, easily understood by nontechnical personnel, and will include provisions for implementation and enforcement.

c. The Computer Systems Management Department will be advised of all programs that are to be installed on FICEURLANT AIS. This includes patches and new versions directed by APIS/DIA/EATON under the CUBIC program. The Computer Systems Management Department will register all programs in the FICEURLANT central application software index.

d. The Computer Services Department must approve all locally developed application software which is to be included under FICEURLANT's Configuration Control Program to ensure that such software is prepared as specified in reference (e).

(1) The Computer Applications Branch will review all internally developed programs to ensure design, coding and documentation are in accordance with established standards (paragraph 3.b. above refers).

(2) Software officially tested and produced by the Computer Applications Branch and the Data Base Management Division will comply with established standards.

(3) End-user programming is not discouraged; however, any end-user software developed for inclusion under FICEURLANT's Configuration Control Program must comply with those standards established by the Computer Services Department. Software not approved by the Computer Applications Branch will not be supported or maintained by the IDMS Directorate.

4. SECURITY, PRIVACY, AND OFFICIAL USE ONLY

a. FICEURLANT AIS will be used only for authorized FICEURLANT/U.S. Government business.

b. The Commanding Officer must approve access to personnel files on AIS, in accordance with the Privacy Act, reference (d).

c. Classified data may be processed on FICEURLANT AIS only when:

(1) The FICEURLANT ADP Security Officer has certified that the AIS to be used has received TEMPEST approval.

(2) The ADP security officer has ensured that the requirements of reference (j) are met.

d. Sensitive Compartmented Information (SCI) may be processed only when an AIS has been accredited by the Designated Approving Authority (DAA). The Information System Security Officer (ISSO) responsible for the system is to ensure that the security requirements of DIAM 50-4 are met prior to requesting DAA accreditation for the AIS.

5. ADMINISTRATIVE RESPONSIBILITIES

a. The Commanding Officer's Special Assistant for Planning will incorporate approved mid- and long-range AIS requirements into FICEURLANT's mid- and long-range General Defense Intelligence Program (GDIP) to ensure that the FICEURLANT budget reflects AIS requirements.

b. The IDHS Director is to conduct near-term procurement/enhancement planning and coordination and will manage and operate multi-user AIS.

c. The using department/division will manage and operate single user and single office systems.

d. The Computer Systems Management Department, assisted by the Configuration Manager and the Computer Services Department, is to implement FICEURLANT policy for all classes of AIS. FICEURLANT policy will be in accordance with the policies/guidelines established by references (a) through (m).

e. The Computer Services Department will support development and maintenance of application programs for all classes of AIS.

(1) A working expertise and appropriate user/programmer documentation will be maintained within the Computer Services Department for all approved high order languages; e.g., BASIC, C, COBOL, FORTRAN, dBASE III, MultiMate.

(2) In order to promote the development of end-user programming, support for end-user programming is specifically included in the responsibilities of the Computer Services Department.

6. CATEGORIES OF AUTOMATED INFORMATION SYSTEMS (AIS) WITHIN FICEURLANT

a. LARGE AIS. "General or special purpose computer-based systems valued at \$500K or more." Examples:

(1) Fleet Intelligence Production System (FIPS) (IBM 4341).

(2) Computer Aided Tactical Information System (CATIS) (AN/GYQ-21(V)).

b. MEDIUM AIS. "General or special purpose computer-based systems valued from \$10K to under \$500K." Examples:

(1) WANG 2200 Route Planning System.

(2) FULCRUM.

(3) IBM 3270 PC AT/GX graphics work station.

c. SMALL AIS. "General or special purpose computer-based systems valued from \$300 to under \$10K." Examples:

(1) Stand-alone microcomputers (personal or business types; e.g., PC XT's and AT's and clones..

(2) Intelligence terminals with stand-alone microprocessor capabilities; e.g., Intelligence Work Stations (IWS's, Delta Data PC's).

5230.2 -- IBM 4341 COMPUTER USER JOB SUBMISSION

1. GENERAL. IBM 4341 computer jobs will be submitted by remote terminal. Computer printouts can be retrieved from the Production Control Tape Library (Room 127) from 0700-1645, Monday through Friday.

2. TURN-AROUND TIMES. Normal turn around time is approximately 24 hours. Submit priority jobs as follows:

a. OVERNIGHT PRIORITY. Pick-up the following morning. The user is to be on call until the job is completed and is to provide a home phone number for contact by computer operators should difficulty be encountered during processing of the job. The user's Department Head must approve all overnight priority jobs before submission.

b. IMMEDIATE PRIORITY. Enter immediately into the computer job stream. Because normal job flow is disrupted, the user's Department Head and the Computer Operations Department Head, Leading Chief, or Operations Chief must approve immediate priority jobs. The user must remain in the building and pickup job immediately upon notification of completion.

5230.3 -- RECEIVING, CONTROLLING, AND TRANSMITTING MAGNETIC TAPES

1. PROCEDURES FOR SECRET AND BELOW

a. For outside agency tapes (tapes received from other commands), the Computer Operations Department Tape Librarian does the following:

(1) Upon notification, picks up incoming outside agency tapes from the Mail Room.

(2) Verifies the transmittal receipt for proper tape number and addressee. If correct, returns a signed copy of the receipt card to the originator; if not correct, makes appropriate contact with file monitor and originator to correct the error.

(3) Assigns tapes a volume serial number in the Tape Management System (TMS); and updates TMS with Data Set Name, creation date, expiration date, and user ID. Completes FICEURLANT 5230/5, a two-part form with one white copy and one blue copy.

(4) Notifies the File Monitor, and gives the File Monitor the original transmittal letter, any other enclosed documentation, and the white copy of FICEURLANT 5230/5.

(5) Retains a copy of the transmittal letter, the blue copy of FICEURLANT 5230/5, and the tapes in the Tape Library.

(6) Upon request by File Monitor, takes tapes to computer floor to be copied.

(7) 30 days after receipt of tapes, returns tapes to originator if authorized by the File Monitor/Data Controller. Prepares a letter of transmittal to return the loaned tapes, and degausses the tapes before return, unless otherwise requested by the originator.

(8) Sends the tapes, letter of transmittal, and other appropriate documentation to the Mail Room for mailing. Makes the appropriate entries on FICEURLANT 5230/5 to reflect status.

b. For FICEURLANT tapes being mailed to another command, the Computer Operations Department Tape Librarian:

(1) Receives a copy of the approved letter of transmittal from the originating directorate. The letter of transmittal will contain the tape number and file name.

(2) Ensures the proper tape is being mailed by double checking the file name against tape number. Ensures that all the proper labels (classification, property, tape number, and description) are accurately affixed to the tape.

(3) Makes appropriate entries in the Tape Inventory File as to the status of the tape.

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4) Maintains a copy of the letter of transmittal until the tape has been returned. If the tape has not been returned within the specified loan period, initiates a tracer action.

2. PROCEDURES FOR TOP SECRET

a. TOP SECRET tapes arrive two ways: message traffic from Naval Telecommunications Center (NTCC), Hampton Roads; or from the Armed Forces Courier Service.

b. The Top Secret Control Officer (TSCO) or Top Secret Control Yeoman (TSYN) control all TOP SECRET tape traffic in the following manner:

(1) Upon notification, the TSCO picks up the TS tape from either NTCC Hampton Roads or in Armed Forces Courier.

(2) Takes tapes back to the TSCO office and logs them into the TOP SECRET Control system.

(3) Notifies tape user.

(4) Checks out tape to tape user for computer production using a Top Secret Control Card (FICEURLANT 5511/112).

c. When the tape is no longer needed, the following procedures apply:

(1) The tape user will degauss the tape on approved equipment (GK1 Model 80 Magnetic Tape Eraser), and turn the tape in to the Tape Library for disposition.

(2) Upon notification that the tape has been degaussed, the TSCO removes the tape user from accountability for the tape.

3. PROCEDURES FOR TALENT CONTROL OFFICER (TCO) MAGNETIC TAPES. SSO/TCO accounts for, issues, and stores all tapes in SSO/TCO secure areas. Forward outgoing TCO tapes via Armed Forces Courier Service under a FICEURLANT TCO letter of transmittal.

5230.4 -- ACQUISITION AND USE OF PROPRIETARY SOFTWARE

Ref: (a) OPNAVINST 5239.1A
(b) REGPROMAN, Article 5230.1
(c) REGPROMAN, Article 5510.3

1. PURPOSE. This article governs the management of and establishes a uniform command policy for the acquisition, use, and safeguards of proprietary software for all computer/microcomputer systems in FICEURLANT. Proprietary software is software that is held under a patent, trademark, or copyright by some commercial source. This policy provides proper control over proprietary software per references (a) through (c) and over the resources expended on them.

2. APPROVALS AND PROCUREMENT

a. The Computer Systems Management Division staffs funds and inventory accounting for FICEURLANT proprietary software through the Special Assistant for Planning and the Comptroller. The Computer Systems Management Division maintains current costs and inventory status of all FICEURLANT proprietary software.

b. Whenever feasible and practical, satisfy functional requirements for proprietary software support with existing resources. Procure new software or enhance existing software only when existing software is not economically suited or functionally practical for the required task.

c. The Computer Systems Management Division plans and coordinates the procurement and/or enhancement of all proprietary software. A major objective of this procedure is the promotion of cost effective standardization of all FICEURLANT proprietary software.

3. PROPRIETARY SOFTWARE PROTECTION

a. GENERAL. Software vendors are increasingly concerned about the unauthorized use and distribution of their software products. These software vendors are now taking legal action against firms/individuals who are in violation of new federal and state laws concerning proprietary software. Recent software piracy suits have resulted in significant monetary compensation awards to software vendors.

b. OBJECTIVE. To minimize the risk that FICEURLANT would become the object of software piracy lawsuits for unauthorized use and/or distribution of proprietary software.

c. ACTION. All PICEURLANT personnel are to adhere to the following policy concerning proprietary software.

(1) The Computer Systems Management Division is to coordinate all computer/microcomputer software procurement/enhancement.

(2) The Configuration Management Plan is to include computer/microcomputer software.

(3) Copy no proprietary software without proper prior approval of the Computer Systems Management Division. Do not copy proprietary software for personal use.

(4) Use proprietary software only on the computer/microcomputer for which it was procured.

4. TECHNICAL SUPPORT

a. The Computer Services Division provides technical support for all PICEURLANT standard software.

b. The IDHS Department will not provide technical support for software purchased by any department, division or branch for their unique applications.

5240.1 -- OVERSIGHT OF INTELLIGENCE ACTIVITIES

Ref: (a) Executive Order 12333
(b) DOD Directive 5240.1
(c) DOD Directive 5240.1-R
(d) SECNAVINST 3820.3C

1. POLICY. In accordance with references (a) through (d), all PICEURLANT personnel will be briefed on the oversight of intelligence activities upon reporting for duty and at the annual security briefings.

2. All newly assigned personnel will be required to read applicable portions of references (a) through (d) as part of routine check-in procedures.

5299.1 -- RECLAMATION OF PRECIOUS METALS

Ref: (a) NAVSUPINST 4570.23
(b) DOD 4160.21M, Defense Disposal Manual, chapter XVII
(c) CINCLANTFLTINST 4570.1

1. DISCUSSION. Reference (a) directs all commands to establish an effective Precious Metals Recovery Program (PMRP). The Technical Services Department Head is the command's PMRP Coordinator.
 2. The Photo Services Division Officer ensures the recovery of silver generated in fixing baths (Hypo Solutions) as a result of chemical action. He accomplishes recovery of this silver by using either electrolytic recovery units or chemical recovery cartridges.
 3. The Graphic Arts Division is to deliver exhausted chemistry used in the VERITYPER 7133 to the Photographic Laboratory to be processed through the silver recovery system.
 4. The SSO takes discarded silver bearing film to the burn facility at Langley AFB for silver collection by the operators of the burn facility.
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5330.1 -- WORKING HOURS AND DAILY ROUTINE

1. NORMAL WORKING HOURS. Normal working hours are from 0715 to 1545 Monday through Friday. Personnel may request flextime if they are riding in carpools with personnel from other commands.
 2. NOON MEAL PERIOD. The noon meal period commences at 1130, with one hour off for military and one-half hour for Civil Service personnel. Supervisory personnel are to arrange work and noon meal schedules, ensuring that offices which must remain open are properly manned, while guaranteeing each member a noon meal period as noted above.
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5340.1 -- FUNDRAISING AND SOLICITATION OF PERSONNEL

Ref: (a) SECNAVINST 5340.1D

1. GENERAL. Reference (a) and this article provide guidance for fundraising and solicitation of personnel at FICEURLANT.
2. CHARITY DRIVE OFFICER. The Executive Officer appoints an officer/chief petty officer to supervise and coordinate fundraising for a specific charity or other fundraising drives.
3. TWO MAIN FUNDRAISING DRIVES. Although other drives occur each year, the two main annual fundraising drives involving FICEURLANT personnel are the Navy Relief Drive and the Tidewater Area Combined Federal Campaign.

FICEURLANTINST 5300.13
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5354.1 -- FICEURLANT EQUAL OPPORTUNITY PROGRAM

Ref: (a) OPNAVINST 5354.13
(b) SECNAVINST 5350.13A
(c) SECNAVINST 5300.26
(d) OPNAVINST 5350.5
(e) SECNAVINST 5350.5A
(f) REGPROMAN, Article 4713.1
(g) REGPROMAN, Article 5420.1

1. GENERAL. References (a) through (g), and this article provide guidance for administering the Navy's Equal Opportunity program within FICEURLANT.
2. POLICY. The Commanding Officer's policy is that all members of the command, military and civilian alike, are to be afforded equal opportunity and treatment. All members must adhere to this policy. Equal Opportunity promotes morale and quality of life of all personnel, and enables this command to realize the full potential of the Navy's human resources; and, as a direct result, enables this command to perform its primary mission with maximum effectiveness. Discrimination toward any individual will NOT be tolerated. FICEURLANT personnel who are the object of any action that would suggest or imply a discriminating or prejudicial attitude are to report it to proper authority.
3. HUMAN RELATIONS COUNCIL. The Human Relations Council (HRC) provides the Commanding Officer with a management tool to be used in the identification and solution of human relations problem areas. The mission and responsibilities of the HRC is contained in reference (g).
4. EO PERFORMANCE CRITERIA/EVALUATIONS. Evaluators shall consider compliance with equal opportunity objectives when evaluating military supervisors. Critical supervisory skills include setting a good example, communicating, developing subordinates, team building, managing conflict, and managing EO. Reference (a) sets forth performance standards for each of these skills.
5. EQUAL OPPORTUNITY OFFICER. The Executive Officer designates the FICEURLANT Equal Opportunity Officer as a collateral duty. The Equal Opportunity Officer, under the direction of the Commanding Officer, oversees all aspects of FICEURLANT's Command-Managed Equal Opportunity Program, to include publicizing EO policies and programs on command bulletin boards and in the Plan of the Day, serving as Chairman of the Human Relations Council, providing feedback to the Executive Officer

and Commanding Officer on EO and human relations issues, and making reports on FICEURLANT's Equal Opportunity Program to higher authority as directed.

6. COMMAND MANAGED EQUAL OPPORTUNITY CMEO PROGRAM. FICEURLANT is to maintain an effective and active CMEO Program as set forth in reference 'a'. This program establishes minimum criteria emphasizing the chain of command as the primary medium for identifying and resolving command EO issues. CMEO consists of the following command elements:

a. COMMAND TRAINING TEAM (CTT). All members appointed to the Command Training Team are required to undergo formal training to deliver the Navy Rights and Responsibilities (NR&R) Workshop. Members of the CTT are designated by the Executive Officer in the Collateral Duties Notice. It is the policy of the Commanding Officer that all personnel attached to FICEURLANT for duty or extended temporary additional duty attend the NR&R Workshop. This Workshop is to be held monthly for all new command personnel as part of their command indoctrination.

b. COMMAND ASSESSMENT TEAM (CAT). All members appointed to the Command Assessment Team are required to undergo formal training in data collection methods and procedures, data analysis, and action planning. Members of the CAT are designated by the Executive Officer in the Collateral Duties Notice.

(1) Plans and conducts command assessments on a semi-annual basis as directed by the Commanding Officer to identify and resolve EO and personnel issues.

(2) Monitors the EO climate within the command, provides feedback to the Executive Officer and Commanding Officer on EO issues, makes recommendations for solution to the Executive Officer/Commanding Officer, and monitors implementation of any actions taken. However, the CAT will in no way interfere with or circumvent the chain of command; the chain of command retains the ultimate responsibility for ensuring the Navy's Equal Opportunity policies are carried out throughout all command elements.

(3) Collects and maintains demographic data (EOQI's) on retention, advancement, and discipline of command personnel, broken down by race, sex, rank, rating, and department. The CAT shall review and update this data in April and October each year for the previous six-month period.

7. INDIVIDUAL RIGHTS AND RESPONSIBILITIES

a. The responsibility to actively support the Navy's policy on Equal Opportunity, and to show respect for all persons without regard to race, sex, creed, color, or national origin.

b. The right to present any legitimate grievance to the command without fear of intimidation, reprisal or harassment. Attempt to resolve the complaint at the lowest level possible and utilize the chain of command. Exercise caution against idle, immature, or reckless charges. Article 5819.1 of this Manual sets forth procedures for filing complaints/grievances.

c. The right to communicate with the Commanding Officer at a proper time and place.

d. The responsibility to provide the command an opportunity to rectify, remedy, or take appropriate action before the complaint/grievance is brought to the attention of higher authority.

5355.1 -- DRUG/ALCOHOL ABUSE CONTROL AND PREVENTION

Ref: (a) DODINST 1010.7
(b) SECNAVINST 5300.28A
(c) OPNAVINST 5350.4
(d) CINCLANTFLTINST 5355.1C
(e) MILPERSMAN 3630500, 3630550, 3630620

1. GENERAL. This article provides guidance on drug and alcohol abuse matters, including indoctrination, training, prevention, and rehabilitation, necessitated by the illegal use of drugs or the excessive use of alcohol.

2. BACKGROUND. Drug and alcohol abuse drains the Navy of both human resources and money. The Navy "zero tolerance" policy recognizes that substance abuse is incompatible with the maintenance of high standards of performance, military discipline, and readiness, and destroys the Navy's efforts to instill pride and professionalism. A program addressing education, identification, enforcement, disposition, and reemployment is vital to achieve an effective ongoing command program.

3. DRUG AND ALCOHOL PROGRAM ADVISOR (DAPA). The Drug and Alcohol Program Advisor coordinates the command program which implements Navy policy as set forth in references (a) through (e).

a. DAPA duties and responsibilities include:

- (1) Serves as the command self-referral procedure agent for those seeking help with substance abuse and for those reporting drug or alcohol abuse by others.
- (2) Advises the Commanding Officer on all drug and alcohol abuse matters and on the Command Substance Abuse Program.
- (3) Conducts onboard administrative screenings of identified substance abusers to determine the severity of their problems and amenability to assistance, and provides input as to prognosis of successful program evaluation.
- (4) Conducts the Level I Drug and Alcohol Abuse Prevention, Education, and Counseling Program for the command.
- (5) Prepares substance abuse reports as needed and the Substance Abuse Quarterly Report at the end of each fiscal quarter.

b. ASSISTANT DAPAS. Each Director is to designate an Assistant DAPA to assist in monitoring the command program and to serve as a point of contact for command assistance programs.

c. DAPA qualifications are:

- (1) A responsible E-6 or above and a top performer.
- (2) A volunteer; use of non-volunteers is last alternative.
- (3) At least two years remaining on current EAOS and PRD.
- (4) No drug or alcohol incidents for the previous two years.
- (5) At least two years sobriety if a recovering alcoholic.

4. NAVY AFTERCARE COORDINATOR (NAC). The NAC assists the DAPA by monitoring personnel returning from Level I, II, and III treatment programs.

a. The NAC's duties and responsibilities include:

(1) Provides support to the returning member through weekly counseling sessions, modifies aftercare plans to fit local resources, and monitors aftercare.

(2) Provides a role model for the returning member.

(3) Maintains documentation of client's progress.

(4) Serves as a resource specialist, maintaining a file of Navy and community resources, matching available care to the member and his family needs.

(5) Educates the returning member, his family, and the command on the recovery process.

b. NAC qualifications are:

(1) A highly motivated E-6 or above and a top performer.

(2) A volunteer; use of a non-volunteer is last alternative.

(3) At least two years remaining on current EAOS and PRD.

(4) No drug or alcohol incidents for the previous two years.

(5) At least two years sobriety if a recovering alcoholic.

5. INDIVIDUAL RESPONSIBILITIES

a. All FICEURLANT members are responsible and fully accountable for their personal activities relating to drug and alcohol abuse and for any substandard performance or illegal acts resulting from such activities.

b. Report known or suspected incidents of drug abuse to their immediate supervisor or appropriate senior in the chain of command, DAPA, base police, or NIS. Per Article 1139, U.S. Naval Regulations, members of the naval service having knowledge of an offense committed by a person in the naval service MUST report such an offense; failure to do so constitutes an offense under Article 92, Uniform Code of Military Justice.

c. Encourage persons suspected of having an existing or potential drug or alcohol abuse problem to seek assistance.

6. POLICY. Alcohol and/or drug abuse by military and civilian members of this command is incompatible with pride and professionalism, military discipline, and the mission of the Navy. FICSEURLANT fully endorses all policies and procedures which address the use and abuse of drugs and alcohol. Command objectives are as follows:

- a. Provide command personnel with accurate and current information on drug and alcohol matters by conducting General Military Training and educational seminars for all officer, enlisted, and civilian members of the command. See paragraph 7 below.
- b. Use the Navy Alcohol and Drug Safety Action Program as a preventative measure.
- c. Display drug and alcohol information on bulletin boards throughout the command and provide appropriate POD topics. See paragraph 7 below.
- d. Familiarize command members with the various types of assistance available from the following Navy counseling and rehabilitation programs:
 - (1) Navy Alcohol and Drug Safety Action Program (NADSAP)
 - (2) Counseling and Assistance Center (CAAC)
 - (3) Alcohol Rehabilitation Center (ARC)
 - (4) Alcohol Rehabilitation Service (ARS)
 - (5) Navy Drug Rehabilitation Center (NDRC)
 - (6) Chaplains Religious Enrichment Development Operation (CREDO)
- e. Encourage supervisors to monitor command activities which may foster drug or alcohol abuse. Discourage flagrant violators by using current detection techniques, such as:
 - (1) Conduct regular personnel locker and materiel inspections.
 - (2) Participate in the Navy's Urinalysis Program. See paragraph 8 below.

f. Train personnel to recognize the characteristics, traits, and symptoms of alcoholism and drug addiction.

g. Order individuals identified as drug or alcohol abusers to participate in an education, counseling, or treatment program as deemed appropriate by the Commanding Officer.

h. Order individuals returning to duty after treatment in a Level I program to participate in an After Care program for up to 180 days as deemed appropriate by the Commanding Officer.

i. Order individuals returning to duty after treatment in a Level II or III program to participate in an After Care program for a minimum of 180 days as deemed appropriate by the Commanding Officer.

j. Advise personnel that the excessive use of alcohol or the illegal use of drugs will in most cases result in the loss of their security clearance. Personnel must also recognize that a loss of a security clearance could generate a rate change or transfer from this command.

k. Create a command climate which fosters acceptance of the rehabilitated alcohol or drug abuser. Make every effort to ensure successful reemployment of rehabilitated persons back into the command through increased responsibility, self-esteem, and personal recognition.

7. DRUG AND ALCOHOL TRAINING PROGRAM

a. PURPOSE. To provide guidance on a comprehensive training program with an emphasis on prevention through education.

b. GENERAL MILITARY TRAINING. To be conducted once per month. Includes drug familiarization; Navy policy on drugs and alcohol; individual responsibility for prevention, detection, identification, and enforcement; the referral network available to help individuals with drug/alcohol problems; and other appropriate topics. The one-hour class uses films, slides, lectures, group discussions, and question/answer techniques. All personnel must attend five classes per year.

c. SUPERVISOR SEMINARS. To be conducted once per quarter. The two-hour seminar for all E-5 and above personnel includes: intervention techniques; reporting requirements; reemployment of members returning from Level I, II, or III treatment programs; and other appropriate topics.

d. BULLETIN BOARDS/POD NOTES. The DAPA is to change the designated Drug and Alcohol bulletin board on a monthly basis, and initiate POD notes once per week.

e. NADSAP. For educational purposes, all first-term enlisted personnel reporting to FICEURLANT for their first tour of duty are to attend a one-week NADSAP class. Attendance is open to all command personnel.

8. URINALYSIS

a. Although urinalysis is not the only detection method used in identifying substance abusers, it is a valuable drug detection tool.

b. Chain of custody is a vital part of the urinalysis process. The following actions ensure proper controls over the Urinalysis Program.

(1) The Commanding Officer will minimize the number of personnel involved in custody of urinalysis.

(2) The Custodian will lock samples in secure containers or spaces when not in sight and control of the Custodian.

(3) The Custodian will document each change in custody.

(4) The Custodian will seal shipping containers as soon as possible with gummed paper tape and sign across the tape to aid in detection of unauthorized opening, and deliver samples to the appropriate laboratory.

(5) The Custodian will ensure each sample contains a minimum of 60 milliliters or approximately 3/4 of a bottle.

(6) Only qualified lab personnel may open a sample bottle once it has been closed.

c. RANDOM SAMPLING. The DAPA coordinates the random sampling of at least 10 percent of FICEURLANT personnel monthly. The DAPA will designate a reliable E-6 or above as the Urinalysis Coordinator.

d. URINALYSIS LEDGER. The Urinalysis Coordinator must maintain a urinalysis ledger. The ledger must contain the following:

(1) Date of collection (day/month/year)

(2) Batch number

(3) Specimen number

(4) Member's social security number

(5) Testing premise identifier. See reference (c), enclosure (4) tab B.

(6) Signatures of observer and member. The observer is to be the same sex as the member providing the sample, and is to observe the member urinating into the bottle. See reference (c).

e. When the laboratory completes the urinalysis report, the results are given to the DAFA who reports to the Commanding Officer and Executive Officer.

5370.1 -- STANDARDS OF CONDUCT

Ref: (a) DOD Directive 5500.7
(b) SECNAVINST 5370.2H
(c) REGPROMAN, Article 1610.1

1. GENERAL. All FICEURLANT personnel, military and civilian alike, are to maintain the Standards of Conduct set forth in references (a) and (b). In addition, all military personnel will comply with reference (c). Standards of Conduct instruction will be included at least once annually during General Military Training (GMT) for military personnel in pay grades E-6 and below.

5400.1 -- COMMAND MASTER CHIEF

1. BASIC FUNCTION. The Command Master Chief serves as the principal enlisted advisor to the Commanding Officer to keep the command aware of existing or potential situations, procedures, and practices which affect the welfare, morale, job satisfaction, and use of its members.

2. ORGANIZATION RESPONSIBILITIES. The Command Master Chief takes precedence over all other members of equal or subordinate pay grade within the command during the tenure of his/her assignment. The Command Master Chief will maintain a direct

line of communication between the enlisted personnel and the Commanding Officer and Executive Officer for transmittal of suggestions or consideration of problems of a personal nature which an enlisted person otherwise may be reluctant to voice. The Command Master Chief has direct access to the Commanding Officer and a daily working relationship with the Executive Officer in the execution of his duties and responsibilities. This direct access to the Commanding Officer is to supplement the chain of command and not replace existing procedures for request mast and special mast, which should be processed through the chain of command.

5420.1 -- HUMAN RELATIONS COUNCIL

Ref: (a) OPNAVINST 5154.12

1. GENERAL. Reference (a) directs that Human Relations Councils may be an element of the command-level Equal Opportunity Program. FICEURLANT personnel are to be familiar with this article and the intended purpose of the Human Relations Council.
2. DEFINITION OF HUMAN RELATIONS. "Human Relations" is used to refer to all personal relationships that affect the quality of life and performance of duty. The term includes equal opportunity and supports the following programs: substance abuse prevention, intercultural relations, career development, educational opportunities, dependents' concerns, and human resources management.
3. MISSION. The mission of the HRC is to act as an advisory body which assists the Commanding Officer in dealing with human relations concerns. It provides a forum for the surfacing and frank discussion of perceived human relations problems or practices that cut across division lines. The HRC provides a means of improving communications through developing and sharing ideas that will foster harmonious relations. In performing its mission, the council will review all topics brought before it. If the subject matter is judged to fall within the Council's purview, HRC will advise the Commanding Officer on the scope, significance, and impact of the subject on the command, make recommendations on the subject, and propose alternatives.

4. CHAIN OF COMMAND AND IRC. The HRC will in no way interfere with or circumvent the chain of command while performing its duties. The chain of command retains the ultimate responsibility for dealing with leadership and human relations problems.

5. MEMBERSHIP OF THE IRC. Membership should be voluntary. Members of the command are invited to join the council with the idea of obtaining equitable representation of department personnel (military and civilian), sex, race, and rate/rank. However, should adequate representation not be achieved through volunteers, the Commanding Officer may designate members as required. Members will serve for a minimum of one year, at which time the individual may request to withdraw from participation. The FICEURLANT Equal Opportunity Officer will chair the council, and the Executive Officer will serve as moderator. A representative of the Command Training Team should be a member. Additionally, the Command Master Chief, Career Counselor, and Substance Abuse Coordinator may appropriately be members of the HRC.

6. FUNCTIONS

a. The FICEURLANT Human Relations Council will meet when directed by the Chairman, or at least quarterly with the scheduled meeting date published in the Plan of the Day prior to the meeting.

b. The Human Relations Council encourages human relations comments and inquiries from personnel within the command. Areas of concern should be brought to the attention of a council member.

c. The HRC will publicize the minutes of the meetings in a memorandum to the Commanding Officer. The minutes will also be posted on appropriate command bulletin boards.

d. The HRC will assist in publicizing command policies and programs. It will provide liaison with existing resources in various fields of human relations, including the Organizational Effectiveness Center, Norfolk, Family Services Center, and other military and civilian agencies, as appropriate.

e. The HRC will monitor the effectiveness of the command's Equal Opportunity Program.

f. The HRC will advise the Commanding Officer on suggested methods for sustaining and improving civilian employee morale, motivation, and productivity. It will seek to improve on current systems and procedures, establish new ideas, and recognize initiatives taken toward this aim.

5500.1 -- EMERGENCY RECALL/NOTIFICATION BILL PROCEDURES

1. DISCUSSION. The Emergency Recall/Notification Bill, a computerized compilation of the names, residence telephone numbers, and organizational assignments of all personnel assigned to FICEURLANT, provides an orderly and expeditious means of recalling or notifying personnel in the event that such action becomes necessary. The information contained in the bill is PRIVILEGED INFORMATION and is FOR OFFICIAL USE ONLY.

2. RESPONSIBILITIES

a. ADMIN SECURITY ASSISTANT. Maintains the Emergency Recall/Notification Bill and updates the bill monthly.

b. THE OFFICER OF THE DAY (OOD). Shall keep his/her copy of the bill current by making pen and ink changes pending receipt of the monthly revised bill.

c. DIRECTORS, SPECIAL ASSISTANTS, AND DEPARTMENT HEADS

(1) Maintain a copy of the bill in an accessible location, but provide for the confidentiality of information contained in the bill at all times.

(2) Apprise the Mailroom Supervisor of any personnel and organizational changes.

d. ALL PERSONNEL. Promptly notify their Work Center Supervisor, Division Officer, or Department Head, as appropriate, and the Mailroom Supervisor of changes in address and/or residence telephone number.

3. RECALL/NOTIFICATION PROCEDURES. Use the following procedures to expedite a recall of the command or to effectively "pass the word" after normal working hours:

a. THE OOD. Call those personnel whose names appear on the page entitled "Principals" in the following order: Executive Office, Commanding Officer, Directors, Special Security Officer,

Command Master Chief, and the CO's Secretary; then call personnel residing in the barracks. If a Director or Special Assistant cannot be reached, the OOD shall call the designated official listed in the section entitled "Alternates".

b. DIRECTORS, SPECIAL ASSISTANTS, AND DEPARTMENT HEADS. Establish procedures within their respective organizations that will permit the expeditious and orderly recall or notification of personnel assigned.

4. DISTRIBUTION REQUIREMENTS

a. The Emergency Recall Notification Bill shall be distributed as follows.

OFFICIAL	COPIES
Commanding Officer	1
Executive Officer	1
CO's Secretary	1
Directors	1 each
Department Heads	1 each
Command Duty Officer	1
SSO/TCO	1
Mailroom	1
Officer of the Day	1

b. Officials designated above may distribute pages of the bill to subordinate personnel on a need-to-know basis.

5100.2 -- MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY

Ref: (a) SECNAVINST 5500.40

1. GENERAL. Procedures for investigating and reporting missing, lost, stolen, or recovered government property are discussed in reference (a) and this article.

2. PROCEDURES

a. Any person who discovers the loss, theft, or recovery of government property, except correspondence, will report known facts to the Physical Security Officer.

b. The Physical Security Officer will conduct a preliminary investigation and report all known facts to the Commanding Officer/Executive Officer.

c. The Physical Security Officer, assisted by the Legal Officer, will forward the report to Naval Investigative Service Headquarters as required by reference a.,.

d. Additional action such as requesting the assistance of the Naval Investigative Service Officer, Norfolk, conducting a formal investigation, taking disciplinary action, etc., will be judged on a case-by-case basis.

5510.1 -- COURIER CARDS/SEARCHING OF PACKAGES

Ref: (a) SSO NAVY 251917Z FEB 86 (ALNAVSSO 02-86/ALNA/SAU
01-86)
(b) DOD DIR 55200.17
(c) CINCLANTFLT 282013Z MAR 86

1. GENSER COURIER CARD

a. On FICEURLANT Form 5510/8, Department Heads may designate personnel to carry GENSER classified material in the Tidewater/Hampton Roads Area only. When traveling with Genser classified material out of the Tidewater/Hampton Roads Area, couriers must carry a letter of authorization. These cards are for FICEURLANT personnel only.

b. Each Department is to strictly account for each card by keeping each not actually in use under lock and maintaining a courier card check-out log of each card issued. Personnel will return their card at the end of each courier run.

c. The Department Head or designated representative signs the card in block 9. The expiration date (block 4) is the courier's PRD, or in the case of civilian employees three years from date of issue. Couriers must ensure packages are properly wrapped, and that they are properly authorized to carry classified material out of the FICEURLANT building.

d. Departments will use the following numbers in block 3:

10 Department	100-199
20 Department	200-299
30 Department	300-399
40 Department	400-499
50 Department	500-599

e. Classified material must be double-wrapped: a briefcase is an acceptable outer wrapper. The inner wrap must be marked appropriately. If the material is being transported to another

command on the CINCLANTFLT compound, a folder is an acceptable inner wrapping. If the material is being transported off the CINCLANTFLT compound, the inner wrapping must be securely sealed.

2. SCI COURIER CARDS. The following information emphasizes procedures to be followed per references (a) and (c). All SCI indoctrinated individuals must be aware of the contents of this article.

a. In accordance with reference (a), which updated reference (b), the SSO is to reindoctrinate all SCI courier card holders in SCI security, card-handling procedures, overall security awareness, and guidelines for random searching of SCI packages. All SCI courier card holders must report to SSO for formal reindoctrination prior to receipt of a courier card.

b. SSO will issue courier cards on a routine basis to all SCI-cleared E-4s and designated SCI-cleared E-5s, who possess a valid driver's license, for courier runs, burn run supervisor duty, etc.

c. Courier cards for routine business on the CINCLANTFLT compound, except for the CINCLANTFLT morning orifiers, will not be issued unless specific justification is provided per reference (a)

d. On a routine basis, SSO personnel will deliver or pick up SCI material at CINCLANTFLT on one of the scheduled runs (0800, 1200, 1600, 2000, 2400, 0400). If SCI material needs to be delivered or picked up on one of these runs, personnel are to notify the SSO. Individuals at CINCLANTFLT who have material for FICEURLANT are to provide the material to CLF SSO for proper transfer to FICEURLANT.

e. In accordance with reference (a), the SSO will:

(1) Establish and maintain a courier card check-out log which will record times, destinations, purpose of use, and signature of the user which acknowledges that the user understands SCI courier card usage/procedures.

(2) Maintain a log of every SCI courier card use, the time, and destination or place of origination.

(3) Ensure that all SCI material being transported locally is in an opaque envelope inside a securely locked briefcase, with either a padlock or a built-in three-tumbler combination lock with return label (DO NOT OPEN-IF FOUND RETURN TO FICEURLANT).

3. SEARCHING OF PACKAGES

a. Only at the specific direction of the Commanding Officer may Quarterdeck watchstanders conduct random inspections of couriered parcels being taken out of FICEURLANT. These searches will be conducted to ensure classified material being transferred out of the command is covered by a receipt system, has a proper inventory list, and is properly packaged/wrapped. To ensure the above occurs, only SSO personnel will prepare and wrap outgoing SCI packages. All personnel requiring packages to be wrapped are to contact the SSO well in advance so plans can be made accordingly.

b. When conducting searches, the Quarterdeck Watch is authorized to open the attache case which serves as the outer wrapper. The watch is to ensure the material inside the attache case is properly wrapped. If the courier indicates the material is not wrapped, the watch is to notify the SSO for resolution.

c. The Quarterdeck Watch shall honor all valid SCI and/or GENSER courier cards, as well as authorization letters. The watch will not search pouches, packages or briefcases of personnel not attached to FICEURLANT who present a valid ONI courier card or authorization letter. The watch is to refer any questions as to the authenticity of the courier card or authorization letter to the SSO for resolution.

5510.2 -- WEEKLY BURN RUN

Ref: (a) OPNAVINST 5510.1G

1. GENERAL. All directorates are to make classified and unclassified material ready for the weekly Burn Run. The Burn Run normally starts at 1230 each Tuesday for the first deck, and at 1400 each Thursday for the second deck. The Burn Run may take place on different work days if Tuesday or Thursday is a holiday or for other good reason approved by the XO.

2. BURN RUN COORDINATOR. The Enlisted Watch Supervisor (EWO) is the Burn Run Coordinator. Coordinate all burn run matters through the Burn Run Coordinator and the Command Security Manager.

3. WITNESSING OFFICIALS. Reference (a) requires that two witnesses holding the same clearance as the material being destroyed witness the destruction. At FICEURLANT all personnel assigned to burn runs are to possess an SCI clearance. A first

class petty officer (Petty Officer in Charge) and a second class petty officer are to be witnessing officials. They accompany and are in charge of the burn run detail, witness the destruction of all classified and unclassified material, and sign the burn bag destruction manifest 'FICEURLANT 5511/20'. Designation as a witnessing official is to be on a rotating basis.

4. BURN RUN DRIVER AND ENLISTED ASSISTANTS. The Burn Run driver and enlisted assistants (E-4 and below) are to be designated on a rotating basis. Enlisted assistants load and offload material to be burned. Normally, while the vehicle is in transit, one or both enlisted assistants remain with the material to be burned to safeguard the material against loss or theft.

5. TRANSPORTATION. The Duty Driver Coordinator obtains transportation.

6. REPORTS OF DESTRUCTION. Reference (a) requires that Reports of Destruction be prepared on certain types of classified material; i.e., TOP SECRET and NATO material. Two witnessing officials who hold the same clearance as the material being destroyed will sign the Reports of Destruction at the time the material is placed into burn bags. When the burn bags are later destroyed, the two witnessing officials (see paragraph 2) who actually witness the destruction sign the burn bag destruction manifest; they do not sign the Reports of Destruction maintained in the office concerned.

7. MANIFESTS

a. Each division/branch will maintain a manifest of burn bags (FICEURLANT 5511/20) using a serialization system on a daily basis. The serial number shall consist of the originator's code and a consecutive number beginning with 0001 (i.e., 113/0001, 113/0002, etc.). Each serial number assigned shall be clearly marked on the burn bags and on the manifest.

b. SCI burn bags are placed in "body bags" prior to the burn run. Body bags will be serialized and marked similar to burn bags (i.e., 221/BB001, 221/BB002, etc.).

c. The two witnessing officials are to sign the destruction manifest when the material is actually destroyed, then turn the manifests into the SSO for filing upon return to this command.

8. PREPARING BURN BAGS. Each division/branch preparing burn bags for destruction will ensure the following:

a. There are no unauthorized items in the burn bags. Unauthorized items include the following:

- (1) cans and bottles,
- (2) cigarette residue,
- (3) microfiche and film,
- (4) food,
- (5) ribbon cartridges, and
- (6) any other item that cannot be shredded.

b. Bags are not too full, too heavy, or tightly packed, to prevent breakage during normal handling.

c. Bags are securely sealed with tape and/or staples.

d. Each bag is marked with an appropriate serial number (see paragraph 7 above). Burn bags which are not serialized will not be taken on the burn run.

9. DELIVERING MATERIAL

a. The Burn Run Supervisor is to notify the Quarterdeck when to announce the loading of burn material. This procedure should eliminate congestion and delay at the loading dock of the building.

b. All divisions/branches delivering material for destruction are to be aware of the times for loading, and will not delay the loading for any reason.

c. Witnessing officials are to inventory burn bags against the manifests to ensure proper accountability.

10. SECURITY INSPECTION. Prior to the Burn Run departure, the Burn Run Supervisor is to make a thorough inspection of the building's rear entrance area and the area underneath and adjacent to the vehicle to ensure that all material is safely aboard the vehicle.

11. SAFETY PRECAUTIONS

a. The Burn Run Supervisor is to ensure that rear doors to the vehicle are securely closed and locked, if enlisted assistants do not ride in the rear.

b. Smoking in the vehicle is prohibited.

c. The Burn Run Supervisor is to check out hearing protectors from the SSO office prior to departure to protect all personnel.

12. TURNING OFF AND SETTING OF INTRUSION ALARM SYSTEM. The Burn Run Supervisor is to notify the Quarterdeck Watch when to turn off/reset the intrusion alarm system for the rear door of the building.

5510.3 -- AUTOMATED DATA PROCESSING (ADP) SECURITY PROCEDURES

Ref: (a) OPNAVINST 5510.1G
(b) REGPROMAN, Article 5510.3
(c) OPNAVINST 5239.1A
(d) DIAM 50-3
(e) DIAM 50-4
(f) FICEURLANTINST 5239.1
(g) REGPROMAN, Article 5230.4
(h) REGPROMAN, Article 5230.3

1. BACKGROUND

a. The Commanding Officer establishes command security policy in accordance with reference (a) and ensures compliance by all hands.

b. The Security Manager is the principal advisor on information and personnel security in the command, and is responsible for the management of the program as specified in reference (b).

c. The Special Security Officer (SSO) has responsibility for the handling and control of sensitive compartmented information (SCI) material.

d. The Automated Data Processing Security Officer (ADPSO) implements command ADP security policy based on the guidance provided in references c, d, and e, and ensures compliance with this policy. The ADPSO is a full-time position assignment. All other ADP Staff members' duties will be assigned as collateral duties by FICEURLANTNOTE 1300. Specific responsibilities of the ADP Security staff are listed in paragraph 5 of this article.

e. Reference (c) established the Department of the Navy (DON) ADP Security Program, and provides guidance in the implementation of references d and (e), which provide regulations and guidance specifically for ADP systems which process SCI material. There may be some conflict among the three instructions. When a conflict exists, the more stringent requirements will be met when within the control of FICEURLANT. For example, FICEURLANT personnel can control physical access to the Computer Aided Tactical Information System (CATIS), but have no direct control over development of the operating software system.

f. Reference (f) contains security requirements for accreditation of FIRSTEURLNT microcomputer systems processing classified information in support of FICEURLANT reserve intelligence production.

2. SCOPE

a. The FICEURLANT ADP Security Program applies to all ADP systems and office information systems (OIS) operated by FICEURLANT, to ADP systems operated by FIRSTEURLNT units in support of FICEURLANT, and to the data processed on these systems. Paragraph 9 contains definitions of terms used in this article. The term ADP system applies to mainframe computers, minicomputers, and all microcomputers when operating in stand-alone mode.

b. This program encompasses the security aspects which will contribute to the protection of the total ADP system, or OIS, including the data processed. It involves the following elements: physical, administrative operating procedures, personnel, communications, emanations, hardware, and data.

3. POLICY. The ADP Security Officer is to ensure that all FICEURLANT-operated ADP systems and OISs are provided with an adequate level of security. "Adequate level of security" means

any additional procedures which are determined to be necessary. FICEURLANT policy on proprietary software is contained in reference (g).

4. OBJECTIVES. The objectives of the FICEURLANT ADP Security Program are to:

a. Provide guidance and policy for the operation and use of every ADP system and OIS owned or controlled by FICEURLANT.

b. Provide realistic safeguards to protect against accidental or intentional destruction, modification, or disclosure of data.

c. Ensure users are protected against denial of service which may result from events such as fraud, misuse, espionage, sabotage, malicious acts, natural hazards, or fire.

5. RESPONSIBILITIES

a. ADP SECURITY STAFF

(1) ADP SECURITY OFFICER (ADPSO). The ADPSO is charged with overall responsibility for matters concerning ADP security at FICEURLANT. In addition to ADPSO responsibilities listed in Chapter 2 of reference (c), the ADPSO will:

(a) Act as focal point for all FICEURLANT ADP security matters.

(b) As agent for the Designated Approving Authority (DAA), be the Computer System Security Manager (CSSM) for all ADP systems provided to FIRSTEURLNT Units in support of FICEURLANT. Duties and responsibilities of the CSSM are listed in reference (f).

(c) Maintain accreditation documentation for all ADP systems/equipment for the activity.

(d) Provide TEMPEST guidance for all electronic equipment.

(2) ADP SYSTEM SECURITY OFFICER (ADPSSO). The ADPSSO is responsible for ADP security matters on all ADP systems under his/her cognizance. The ADPSSO will execute an ADP security program which is consistent with the intent of this article and requirements of higher authority, and is responsive to unique

command operational requirements. ADPSSO responsibilities are listed in Chapter 2 of reference (c); however, these responsibilities may vary according to the type/uniqueness of each ADP system. Specific examples:

(a) Department ADPSSOs for microcomputers will assume Terminal Area Security Officer (TASO) duties for these microcomputers when attached as a terminal to a mainframe computer.

(b) ADPSSO for the SCI Exploitation and Communication Subsystem (SECSS) shares responsibilities with the Information System Security Officer (ISSO). The ADPSSO is to ensure, as a minimum, compliance with the requirements of reference (c).

(3) INFORMATION SYSTEM SECURITY OFFICER (ISSO). The Designated Approving Authority (DAA) for each SCI computer system must assign an ISSO for that system. The duties and responsibilities of the ISSO are contained in reference (e).

(4) COMPUTER FACILITY SECURITY OFFICER (CFSO). The SECSS computer floor requires at least two properly cleared (TS/A/B) FICEURLANT personnel be present at all times. Reference (e) requires at least one of the individuals be CFSO-qualified. The ISSO will brief the CFSO on his duties and responsibilities, contained in reference (e), at the time of appointment.

(5) REMOTE TERMINAL SECURITY OFFICER (RTSO). The ISSO assigns RTSOs for all SECSS terminal areas. See reference (e) for RTSO duties and responsibilities.

b. FICEURLANT ADP SYSTEM USERS

(1) Every user of a FICEURLANT ADP system or OIS must adhere to the security requirements and procedures for that system. FICEURLANT computer systems have two distinct security level processes:

- SECSS computers operate at the SCI level.
- the FICEURLANT Intelligence Processing System (FIPS) operates at the GENSER SECRET and below only level.

See references (c, (d, and (e) Standard Operating Procedures (SOPs) for each system and other articles of this Manual for the security requirements and procedures for these systems.

6. OFFICE INFORMATION SYSTEMS (OIS, SECURITY. Once appropriate SOPs are developed and posted in easy view of the OIS, put OIS into use. The ADPSO is to coordinate development of the SOPs.

7. MICROCOMPUTER SYSTEMS SECURITY. New security problems accompany the use of microcomputers for processing classified data within FICEURLANT: protecting information within the classified systems, and preventing systems of a lesser security level from becoming contaminated with data of a higher security level. The ADP Security Officer must ensure that proper authorization has been granted for each microcomputer at the highest classification level of data to be processed prior to processing any data. The following procedures/guidance apply to all FICEURLANT-supported microcomputers that have been authorized to process classified data:

a. MICROCOMPUTER WITH A REMOVABLE HARD DISK. A microcomputer with a removable hard disk and volatile memory becomes a classified system when the removable classified hard disk is inserted into the microcomputer. The microcomputer becomes UNCLASSIFIED when the removable hard disk is removed, all diskettes are removed, the printer ribbon is removed from the printer, the printer platen is cleaned, and power is removed from the system for three minutes. Ensure these microcomputers are in the UNCLASSIFIED state prior to being released for maintenance when the maintenance personnel are not cleared for the level of data processed.

b. MICROCOMPUTER WITH NONREMOVABLE HARD DISK. A microcomputer with a nonremovable hard disk is classified when the first classified data is entered and cannot be declassified by locally available means. Maintenance by unclassified personnel requires approval on a case-by-case basis from DAA.

8. SECURITY MARKINGS AND IDENTIFICATION. ADP-produced products require the same marking and identification requirements common to all classified material. However, the particular form of some ADP products necessitates special procedures to achieve a practical method of identification.

a. ALL PRODUCTS PROVIDED BY ADP METHODS. All ADP products derived from classified material are to bear the highest classification of the information from which they were extracted

until positive procedures have been employed to verify the assignment of a lower security classification.

(1) No ADP operation, procedure, or equipment is capable of automatically reducing the security classification to any degree less than the original source data without the intervention of qualified human judgment.

(2) In all cases where an ADP operation produces a product which is to contain material classified at a lower level than the highest classification category and type of material contained in the system at the time of production, a manual qualitative review of the product is required to verify the security classification.

(3) Personnel may affix security classification labels and warning statements reflecting a lower classification than the source data to such documents pending the review described above. However, personnel must provide the products with handling and storage protection in accordance with the classification level of the source data until completion of the required review and formal release at the lower classification.

b. FLOPPY DISKETTES. Classify diskettes used on an ADP system processing classified information at the highest classification level of data ever processed by the ADP system. Diskettes are classified when first inserted into a classified ADP system. Never use a diskette on an ADP system with a lesser security classification. Do not downgrade diskettes from their original classification. A common misconception is that deleting data from the diskette physically removes it; this is not the case. Therefore, control these diskettes as classified documents with controls commensurate with the classification of the ADP system. Label and color code the diskettes as follows:

(1) Diskettes used on ADP systems operating at the SCI level: blue colored diskettes designated as SCI diskettes with the classification stamped on the cover.

(2) Diskettes used on ADP systems operating at the GENSER SECRET and below level: black diskettes with "SECRET" stamped on the cover.

c. REMOVABLE HARD DISK. Removable hard disks are to carry the classification of the highest classification level of data ever processed while the hard disk was inserted in the ADP

system. FICEURLANT may not declassify removable hard disks; these disks must always carry the highest classification of the material on the disk.

d. MAGNETIC TAPES. Magnetic tapes are to carry the classification of the ADP system on which they are used. Use a National Security Agency (NSA) approved degausser to declassify magnetic tapes. See the SOPs for the applicable ADP system for the appropriate degaussing procedures. See reference (h) for procedures for receiving, controlling, and transmitting magnetic tapes.

e. HARD COPY REPORTS. Mark hard copy reports or printouts from a line printer, terminal, CRT, plotter, or other ADP equipment as follows:

(1) Mark reports prepared during classified processing at the top and bottom of each page with the appropriate classification after manual review.

(2) Number all pages and bind classified reports when possible. Forewords, prefaces, or other special instructions may be bound as an ADP product, but must be in a separately numbered section or distinguished by Roman Numeral page numbers to avoid renumbering.

9. DEFINITIONS

a. ADP SECURITY. Measures required to protect against unauthorized (accidental or intentional) disclosure, modification, or destruction of ADP systems and data, and denial of service to process data. ADP security includes consideration of all hardware/software functions, characteristics, and/or features; operational procedures, accountability procedures, and access controls at the central computer facility, remote computer, and terminal facilities; management constraints; physical structures and devices; and personnel and communication controls needed to provide an acceptable level of risk for the ADP system and for the data or information contained in the system.

b. DATA. All information processed, handled, stored, or otherwise manipulated by an ADP system, OIS, or network. Categorized by the DON into three levels according to the degree of protection required:

- Level I. Classified data.
- Level II. Unclassified data requiring special protection, Privacy Act, FOJO, etc. .
- Level III. All other unclassified data.

NOTE: At FICEURLANT Level I is further divided as follows:

Sensitive Compartmented Information (SCI).

TOP SECRET (SENSER).

SECRET and CONFIDENTIAL.

c. OFFICE INFORMATION SYSTEM (OIS). Any electronic system which is designed specifically for the purpose of, and is being used primarily for, office information applications. Office information applications are those functions normally performed in an office environment dealing with documents including: reports, memoranda, notes, correspondence, letters, messages, files, records, forms, working papers, and other textual information. Office information applications include document preparation (word processing), document storage, document retrieval, document manipulation (sorting, indexing, etc.), and distribution (electronic mail). Office information system equipment (OISE) excludes typewriters, office copy machines, and other devices which have no text editing capability. Also excluded are general purpose and specially designed ADPE which is applied through the internal execution of a series of instructions--not limited to specific key-stroke functions, but controlled by a general purpose data processing language--to process a variety of applications such as financial management, logistics, scientific, communications, and the like.

5510.4 --EMERGENCY DESTRUCTION PLAN

1. See FICEURLANTINST 5510.1
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5510.5 -- INFORMATION SECURITY PROGRAM

SECTION 1 -- GENERAL

1. PROCEDURES AND RESPONSIBILITIES. This article sets forth FICEURLANT's Security Organization, and procedures to be followed to provide for the security of classified material.

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2. GOVERNING DIRECTIVES AND DIRECTION. OPNAVINST 5510.1G (Department of the Navy Information and Personnel Security Program Regulation) is the governing directive relating to the safeguarding of classified information. All personnel assigned to FICEURLANT are to comply STRICTLY with the above directive and this supplemental article as they relate to the handling/safeguarding of classified material.

3. SECURITY ORGANIZATION. The Commanding Officer exercises command responsibility for safeguarding classified material/information, and exercises security administration and enforcement authority. The following officers are to assist the Commanding Officer in of security administration and enforcement:

a. The Administrative Officer is also the Security Manager with duties as prescribed in OPNAVINST 5510.1G.

b. The Mailroom Supervisor is also the Top Secret Control Officer and Subregistry Control Officer with duties as prescribed in OPNAVINST 5510.1G and OPNAVINST C5510.101D.

c. The CMS Custodian's duties are prescribed in CMS 4.

d. Each Director is to ensure that proper security procedures and training of personnel are implemented within their respective department/division in accordance with OPNAVINST 5510.1G.

4. ORIGINAL DERIVATIVE CLASSIFICATION. In general, all classified correspondence/documents originated by FICEURLANT receive their classification from a derivative source.

a. Each Director is to ensure that the correct classifier is identified on the "Classified by" line and that the date entered on "Declassify by" or "Review on" line conforms to E.O. 12365.

b. At no time will FICEURLANT appear on the "Classified by" line without the approval of the Security Manager. The Security Manager will be guided by the information contained in OPNAVINST 5513.1C and will submit the necessary guides to CNO (OP-009D) for incorporation into the RANKIN automated system for classified correspondence originated at FICEURLANT.

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5. EXCESSIVE CLASSIFICATION. All personnel associated with drafting classified correspondence are to make a conscientious effort to classify only that which is essential to national security. If there is doubt as to which level of classification to use on a document, safeguard the document as if it were classified "CONFIDENTIAL" pending a determination by an original classification authority. In any event, contact the Security Manager for assistance in determining classification markings.

6. COMPROMISED MATERIAL. The Security Manager is to ensure the appropriate actions are taken in the event of a compromise.

7. SECURITY AT CONFERENCES. Conferences sponsored by a member of the Department of Defense will be held in a CGO facility if possible. Regardless of the sponsorship, a member of the Department of the Navy shall not sponsor or approve participation where classified information is to be released unless it serves a government purpose.

a. TOP SECRET or SECRET material may only be discussed/released at conferences held in DOD facilities, unless SECNAV has granted a waiver in advance. Requests for waivers must be submitted to SECNAV via CNO(OP-009D).

b. If DOD facilities are not available, CONFIDENTIAL level discussions and material releases at non-DOD facilities may be held with permission of the Commanding Officer. Meetings sponsored by FICEURLANT shall be safeguarded from possible compromise by adhering to the provisions in paragraph 19-4 of OPNAVINST 5510.1G.

c. The Executive Officer is to appoint one officer with the following responsibilities:

(1) Ensure security of the area.

(2) Ensure availability of adequate storage facilities for classified material.

(3) Procure list of attendees to ensure each person has access authorization for the material to be discussed.

(4) Provide means by which attendees can be positively and quickly identified.

(5) Establish monitors, who have proper clearance, to dispense and collect all classified material from attendees.

d. Persons who are to disclose classified information at a meeting must be aware of the access authorization for attendees as well as their "need to know."

e. Commanding Officer, FICEURLANT shall designate one person to ensure that discussions are limited to the level authorized for the meeting.

f. If nongovernment personnel are to attend, a request must be submitted to CNO(OP-009F) at least 30 days prior to the scheduled meeting/conference, per the guidance in paragraph 19-5 of OPNAVINST 5510.1G.

8. "KNOWLEDGEABLE" UNAUTHORIZED ABSENTEE PROGRAM. When a member of FICEURLANT becomes an unauthorized absentee, notify the Security Manager as soon as possible. The Department to which the unauthorized absentee is assigned is to perform an inquiry to determine the amount of access the unauthorized absentee had to classified information. If the situation warrants, forward all available information to the nearest NIS office for action, with a copy to the Director, Naval Investigative Service for information.

9. FOREIGN TRAVEL BRIEFING. The Security Manager is to provide a foreign travel briefing to any member who anticipates traveling to or through Communist-controlled countries; attending meetings where Communist-controlled country representatives are expected to participate; or cruising on a Soviet ship. Upon return, the Security Manager is to debrief the traveler for any incident, no matter how insignificant, that could have security implications. Those who have frequent contact through travel, meetings, etc., are to receive the briefing every six months instead of each contact/visit.

SECTION 2 -- CONTROL

1. HANDLING PROCEDURES. OPNAVINST 5510.1G and this article, supplemented by Article 2300.1 relating to classified message traffic, and Article 5216.1 relating to classified correspondence, set forth FICEURLANT's classified material handling procedures.

2. RECEIPTS OF CLASSIFIED CORRESPONDENCE/MATERIAL OUTSIDE OF NORMAL WORKING HOURS. The OOD/JOOD is to deliver all classified correspondence/material received outside of normal working hours to the Command Duty Officer for safekeeping until the commencement of normal working hours. Upon commencement of normal working hours, the Command Duty Officer is to deliver

all such correspondence/material received to the Top Secret Control Officer or the Administrative Officer for placement into the proper control system.

3. REPRODUCTION OF TOP SECRET CORRESPONDENCE/MESSAGES. THE REPRODUCTION OF TOP SECRET CORRESPONDENCE BY INDIVIDUALS OTHER THAN THE SECURITY MANAGER OR TOP SECRET CONTROL OFFICER IS STRICTLY PROHIBITED. All Department Heads are to ensure that signs setting forth these restrictions and prohibitions are posted on or adjacent to all Departmental quick copy reproduction equipment. These restrictions also apply to NATO documents.

4. REPRODUCTION OF SCI MATERIAL. The reproduction of SCI material is authorized solely on the SSO copy machine. Uncontrolled documents (messages, working papers) may be copied by any SCI indoctrinated individual. Controlled documents and materials (publications, correspondence) must be copied by SSO personnel to ensure the proper SCI/TCS control numbers are assigned.

5. REMOVAL OF CLASSIFIED MATERIAL FROM THE PHYSICAL CONFINES OF FICEURLANT. In accordance with OPNAVINST 5510.1G, special permission must be obtained prior to removing classified material from the physical confines of FICEURLANT. A complete list of any such material removed must be prepared on a letter of transmittal and signed by an appropriate approving official as listed in subparagraph 5c below. The following procedures shall be complied with:

a. Because of the security risk inherent in handcarrying classified material while in a travel status, only the Commanding Officer, Security Manager or Administrative Officer may sign authorization letters for FICEURLANT personnel to handcarry classified material while in a TAD status.

b. Prior to the submission of a request to handcarry classified material to another command, the traveler must determine whether the necessary classified material is available at his/her destination. If the material is available, the traveler may not take or transmit duplicate material. If the material is not available, the traveler is to transmit the needed material to the activity being visited by another authorized means (USPS, ARFCOS) whenever possible.

c. Only the Commanding Officer and those personnel with "by direction" authority designated in Article 5216.2 of this Manual may authorize the removal of CONFIDENTIAL, SECRET, or TOP SECRET material from the physical confines of FICEURLANT.

Personnel from other commands must have the appropriate security clearance on file with FICEURLANT before classified material may be removed.

d. The Top Secret Control Office will prepare all TOP SECRET material for transfer to another command, and Mailroom personnel will prepare all SECRET/CONFIDENTIAL material for transfer, in accordance with the requirements and limitations set forth in paragraphs 10-2 through 10-4 of OPNAVINST 5510.1G.

e. CLASSIFIED MATERIAL WILL NOT BE CARRIED ON COMMERCIAL PASSENGER AIRCRAFT moving to or from the area encompassed by the United States, its territories, and Canada, or from place to place outside such area unless specifically approved by CNO (OP-009D). A request for approval must contain the name, rank/grade, clearance status, flight numbers and times, stopovers, a general description of the material to be carried, and why the material cannot be sent ahead by authorized means.

f. If removal of classified material from the physical confines of FICEURLANT is approved, the Security Manager shall ensure the traveler is familiar with the provisions contained in Chapter 16 of OPNAVINST 5510.1G prior to commencement of the travel involved.

6. WORKING PAPERS. Working papers relating to the formulation/creation of a finished product shall be controlled in the same manner as a finished product. Upon initial creation, date the papers; mark all papers with highest classification; and provide protection which the classification warrants. When TOP SECRET working papers are to be released to another command, placed permanently in a file, or retained over 90 days, deliver the papers to the Top Secret Control Officer for entry into the Top Secret Control System and attachment to TOP SECRET control forms. The Top Secret Subcustodian within the division may then sign for the TOP SECRET working papers on sub-custody.

SECTION 3 - CLEARANCE AND ACCESS

1. SECURITY CLEARANCE AND ACCESS AUTHORIZATION. Access to classified material by FICEURLANT personnel, military and civilian, will be granted only on an individual strict "need to know" basis. The appropriate Department Head/Division Officer determines the "need to know" and the degree of access required. The Security Manager is to:

a. Review the individual's personnel records and require review of each health record by competent medical authority, for information therein which might preclude the issuance of a Security Clearance and Command Access Authorization.

b. Issue an appropriate Security Clearance Certificate, if required, and a Command Access Authorization to qualified individual military and civilian personnel.

c. Refer all questionable cases of eligibility to the immediate attention of the Commanding Officer for review and resolution prior to the issuance of a Security Clearance Certificate or Command Access Authorization.

2. REQUIRED READING. Prior to being issued a Command Access Authorization to classified material, each individual must read and become familiar with the reference material listed below:

a. OPNAVINST 5510.1G, with particular attention paid to Chapters 1, 2, 4, 5, 7, 11, 13, 15, 16, and appendix F.

b. All 5510 Articles and Article 5530.1 of this Manual.

3. ACCESS LISTING. The Security Manager is to promulgate a quarterly listing of FICEURLANT personnel for whom access to classified material has been authorized. THIS LISTING IS FOR INTERNAL COMMAND USE ONLY AND SHALL NOT BE DISTRIBUTED, SENT, OR CARRIED OUTSIDE THE CONFINES OF THIS COMMAND. At a minimum, this listing will contain the following information for each individual listed therein:

a. Social Security Number.

b. Last name and initials.

c. Rank, rate, or GS grade.

d. Degree of access authorized.

e. Source date and date cited in the Clearance Certificate on which issuance of the Command Access Authorization was based.

4. UNAUTHORIZED ACCESS TO CLASSIFIED MATERIAL. To prevent the compromise of classified material, each individual assigned to FICEURLANT is to ensure that unauthorized personnel (maintenance and cleaning personnel, salespersons, visitors, etc.) do not gain access to classified material and/or go unescorted to spaces containing classified material. Refer to FICEURLANTINST 5050.1 for specifics on official visitors. Report all violations immediately to the Security Manager.

5. EMERGENCY ACCESS TO CLASSIFIED MATERIAL STORAGE CONTAINERS. In the event it becomes necessary to gain access to material held in a particular classified material storage container after normal working hours and/or when the custodian thereof cannot be contacted, the following shall apply:

a. ACCESS. Provide access only for bona fide emergencies, and then only when it has been determined by competent authority that the regular custodian cannot be contacted or the emergency situation will not permit the delay necessary for the custodian to return to open the storage container.

b. AUTHORITY. Only the Commanding Officer, Executive Officer, or the cognizant Director have the authority to direct that a classified material storage container be opened by someone other than the regular custodian or his alternate(s).

c. PROCEDURES

(1) The individual requesting access must present himself to the Officer of the Day (OOD).

(2) The OOD is to ascertain that the individual requesting access has the appropriate Security Clearance and Command Access Authorization for access to or custody of the material in question.

(3) The OOD is to verify/obtain permission of the appropriate official listed in subparagraph 5b above.

(4) The OOD is to contact the SSO/TCO and obtain the combination envelope necessary to gain access/entry into the appropriate storage container.

(5) The OOD is to accompany the individual requesting emergency access to the location of the storage container, open the storage container, and witness the removal of any material therein. The individual requesting access and the witnessing OOD must prepare and sign a complete written identification of any material removed. Each is to retain a copy of this document; the OOD is to place the original inventory inside the storage container, then lock it.

(6) The OOD will notify the regular custodian of the emergency access as soon as possible.

d. FINAL ACTION. The regular custodian of a storage container opened in his absence shall:

(1) Inventory the contents of the storage container as soon as possible. This inventory will be conducted in the presence of the individual who requested emergency access and the witnessing OOD.

(2) Upon completion of the inventory, change the combination of the storage container in compliance with section 4, paragraph 5 of this article.

(3) Promptly make a written report to the Executive Officer with the following information included therein:

(a) The reason the storage container was opened and on whose authority.

(b) Any discrepancies noted during the inventory conducted.

(c) Full identification of all personnel who had access to the contents of the storage container during the emergency access.

(d) Attach as enclosure (1, the original of the written identification document prepared in accordance with subparagraph 5c(5) above.

SECTION 4 -- STORAGE, STORAGE CONTAINERS, AND COMBINATIONS

1. STORAGE CONTAINERS. Storage containers used for the storage of classified material within FICEURLANT are to conform to the specifications set by General Services Administration and Chapter 11 of the Security Manager Handbook. Directors are to ensure that storage containers used for the storage of classified material within their respective Department/Division spaces provide the point values required for the highest degree of classified material contained therein.

2. UNLOCKED CONTAINERS. At the close of business each day, custodians of classified correspondence are to ensure that vaults/filing cabinets are secured. In the event that a vault/filing cabinet is found open, the OOD is to post a watch near the opened container. The OOD will then contact the

applicable custodian who is to immediately proceed to FICEURLANT Headquarters. The custodian is to conduct an inventory of the material in the container, if applicable, and make a report to the OOD.

3. STORAGE. Directors/Department heads are directly responsible for safeguarding all classified material within their respective Department/Divisions and for assuring that classified material not in actual use by appropriately cleared personnel is properly stored in the manner prescribed in Chapters 13 and 14 of OPNAVINST 5510.1G. Each Director/Department Head is to institute a system of security checks within his assigned spaces that, as a minimum, will ensure at the end of each work day:

a. That all classified material is stored in the manner prescribed in Chapters 13 and 14 of OPNAVINST 5510.1G.

b. That all used burn bags are properly stored or destroyed.

c. That desks, wastebaskets, and other surfaces and receptacles are free of classified material.

d. That classified shorthand notes, carbon paper, typewriter ribbons, rough drafts, and similar papers have been properly stored or destroyed. As a matter of routine during the day, such items shall be placed in burn bags immediately after they have served their purpose.

e. That security containers have been locked by the responsible custodians.

f. That security alarms have been activated where appropriate.

Each office is to post an Activity Security Checklist (SF 701) in an appropriate area; the individual conducting the security check is to check off each item noted above as applies to that particular office, note the time, and initial the form.

NOTE: WITHIN ALL SPACES ASSIGNED TO FICEURLANT, DESKS ARE NOT CONSIDERED AS PROPER STORAGE CONTAINERS FOR THE STORAGE OF CLASSIFIED MATERIAL AND WILL NOT BE USED AS SUCH.

4. STORAGE CONTAINER MARKINGS

a. Each safe or filing cabinet containing classified material is to have a FILE CABINET OPEN AND CLOSED SIGN, or a facsimile thereof, inserted in the handle of the top drawer or otherwise affixed on the outside of the security container, which indicates its opened or closed status.

b. Each classified material storage container, including vaults and strongrooms, will have the following security forms posted on the outside face of the container, vault door, or strongroom door:

-- A SECURITY CONTAINER CHECK SHEET (SF 702). The Custodian is to note the time and initial this form daily upon opening and securing the storage container. The individual conducting the security check, in accordance with paragraph 3 above, will also initial the form upon securing the container.

-- A completed SECURITY CONTAINER INFORMATION (SF 700).

c. If there is more than one classified material storage container located in any one space (office), identify each such container by the container's plant account number which must appear in the "Container No." block of the above forms.

5. STORAGE CONTAINER COMBINATIONS. OPNAVINST 5510.1G requires that the combination of storage containers be changed only by individuals having an appropriate security clearance for the highest degree of classified material contained therein.

a. Change the combination:

(1) When placed in use after procurement.

(2) Whenever an individual knowing the combination is transferred, discharged, or reassigned from the office to which the storage container is assigned; or the security clearance of an individual knowing the combination is reduced, suspended, or revoked by proper authority.

(3) When the combination has been compromised or the record of combination has been compromised or the storage container has been discovered unlocked and unattended.

(4) At least annually unless more frequent change is dictated by the type of material stored therein.

b. Follow these procedures when classified material storage container combinations are changed:

(1) Immediately after a combination has been changed, the storage container custodian, will:

(a) On Part 1 of the SECURITY CONTAINER INFORMATION (SF 700), record the names, addresses, and home phone numbers of those personnel having access to the security container who shall be notified in case the container is found open and unattended. Ensure those personnel read the Privacy Act Statement on the reverse of the form.

(b) Record the combination on Part 2A of the SECURITY CONTAINER INFORMATION (SF 700), mark Parts 2 and 2A with the highest classification of material stored in the container, place Part 2A in the Part 2 envelope, and seal the envelope.

(c) Post Part 1 of the SECURITY CONTAINER INFORMATION (SF 700) on the outside face of the container.

(d) Deliver the completed Part 2 (envelope) of the SECURITY CONTAINER INFORMATION (SF 700) to the SSO/TCO.

(2) The SSO/TCO shall:

(a) Maintain a file of all Part 2 SECURITY CONTAINER INFORMATION (SF 700) envelopes, and a separate listing of all envelopes.

(b) Maintain a tickler system to remind storage container Custodians when the annual combination change is due.

6. STORAGE CONTAINER CUSTODIANS. Custodians of classified material storage containers must have the proper Security Clearance and Command Access Authorization for the highest degree of classified material contained in the storage container (filing cabinet, strongroom, vault, etc.). The custodians of the storage container shall be listed on the SECURITY CONTAINER INFORMATION (SF 700) posted on the outside face of the container in accordance with paragraph 4 of this article. The designated custodians bear primary responsibility for compliance with the security procedures relating to the container and its contents. Direct responsibility is assigned to the designated custodians to ensure that each container is properly secured when not in use.

SECTION 5 -- SPECIAL INSTRUCTIONS FOR HANDLING TOP SECRET
CORRESPONDENCE

1. HANDLING. Exercise particular care in the handling of TOP SECRET correspondence. Transmit all such correspondence by hand within the building under cover of an appropriately marked folder or coversheet. The Top Secret Control Officer will maintain a continuous chain of receipts on all TOP SECRET correspondence, and will prepare and maintain a record of disclosure on all TOP SECRET correspondence. Top Secret material requires hand-delivery with signed receipts. Each individual sighting the material is to sign the record of disclosure.

2. TOP SECRET CONTROL OFFICER. The Top Secret Control Officer is the staff custodian for all U.S. TOP SECRET, COSMIC TOP SECRET, COSMIC TOP SECRET ATOMAL, NATO SECRET, and NATO SECRET ATOMAL correspondence (except CMS and SSO) received by FICEURLANT, and for all U.S. TOP SECRET correspondence originated by FICEURLANT. The Top Secret Control Officer acknowledges receipt for all such correspondence received by FICEURLANT. In addition to those responsibilities described in paragraph 2-10 of OPNAVINST 5510.1G, the Top Secret Control Officer shall:

a. Route all TOP SECRET correspondence strictly on a need-to-know basis.

b. Permit no TOP SECRET correspondence to leave the confines of the TOP SECRET stowage area without first obtaining appropriate custodial signature.

3. CORRESPONDENCE REQUIRING FURTHER ROUTING. Classified correspondence received from the Top Secret Control Officer which requires further routing to other Departments MAY NOT BE HELD WITHIN A DEPARTMENT/DIVISION ON A TEMPORARY SUBCUSTODY BASIS FOR MORE THAN FIVE WORKING DAYS. Any such correspondence that is to be retained in excess of five working days will be signed for on a permanent subcustody basis.

4. DOCUMENT/PUBLICATION CHANGES. The Top Secret Control Officer will route changes to TOP SECRET documents and publications to the individual having permanent subcustody of the basic document/publication. If the change is classified TOP SECRET, the individual having permanent subcustody of the basic document/publication must receipt for the change on a temporary subcustody basis. Upon completion of entering the change, the individual is to staple the residue to the route slip and return it to the Top Secret Control Officer for destruction.

5. TOP SECRET ANNUAL INVENTORY-AUDIT

a. Conduct the annual Top Secret Inventory-Audit required by paragraph 10-2 of OPNAVINST 5510.1G during the month of January each year. During this Inventory-Audit, physically sight each TOP SECRET document under the accountable control of the Top Secret Control Officer. At the same time, audit TOP SECRET records for all documents received, transferred or destroyed since the last Inventory-Audit to determine completeness and accuracy. This includes destruction records, transfer receipts, etc.

b. Two individuals are to conduct all Inventory-Audits. One member of this board MUST, in every case, be the Top Secret Control Officer. The Executive Officer will designate one officer or one Chief Petty Officer E-7/E-8/E-9 as a board member. All board members must have a TOP SECRET clearance and a FICEURLANT Top Secret Access Authorization. The Top Secret Control Officer will provide a memorandum to the Commanding Officer, via the Security Manager, denoting discrepancies and completion of the Inventory-Audit.

6. SPECIAL SECURITY OFFICER MATERIAL CUSTODIAN. The Special Security/TCO Officer is the custodian of all classified material received at FICEURLANT labeled with the designation "SPECIAL SECURITY OFFICER." When received, such material is "exempt" from control by the Top Secret Custodian; and is to be delivered immediately to the Special Security Officer who is responsible directly to the Commanding Officer for the protection, control, dissemination, disclosure, destruction, transmission, and accountability of such material in accordance with effective directives governing such material.

SECTION 6 - SECURITY ORIENTATION, EDUCATION, AND TRAINING PROGRAM

1. OBJECTIVE. The objective of the Security Orientation, Education and Training Program is to develop optimum security discipline within FICEURLANT by creating in each individual a sense of personal responsibility. This program is applicable to all personnel assigned to FICEURLANT entrusted with classified information, regardless of their position, rank, or grade. The program is designed to:

a. Familiarize all personnel with mandatory security requirements.

b. Remind all personnel of their responsibility for effectively safeguarding classified information.

c. Remind all personnel of their responsibilities regarding classification management, to include classification, upgrading, downgrading, and declassification processes as set forth in OPNAVINST 5510.1G.

d. Advise all personnel having access to classified information of the hazards of unauthorized disclosure, and of their responsibility for exercising personal vigilance for its protection.

e. Inform all personnel of the techniques and devices employed by foreign intelligence activities in attempting to obtain U.S. classified defense information and of their responsibility for reporting such attempts.

f. Remind all personnel of the strict prohibition against discussing classified information over the telephone and the hazards involved.

g. Direct attention to the disciplinary action that may result from violating security regulations.

2. ACTION. If security requirements are to be met within FICEURLANT, "CONSTANT ATTENTION" must be the rule used by all personnel involved in the handling of classified material. Accordingly, the Security Orientation Education, and Training Program is as outlined below:

EVENT	OCCURRENCE	RESPONSIBILITY
Indoctrination	Within 60 days	Security
Presentation	after reporting for duty	Manager

Required reading as outlined in section 3, paragraph 2 of this article.	Prior to issuance of Command Access Authorization, normally during check-in procedure upon reporting to FICEURLANT for duty.	Administrative Officer
Debriefings	Upon revocation of security clearance for any reason; upon any reason for leave or temporary separation for a 60-day period or more; downgrading of security clearance; transfer, release from active duty, or retirement.	Security Manager/Special Security Officer
Security reminder	Issued bimonthly and distributed throughout.	Security Manager
Security briefings (Counter-intelligence/OPSEC/COMSEC)	Conduct annually	Security Manager

5510.6 -- INDIVIDUAL SECURITY RESPONSIBILITIES

Ref: (a) OPNAVINST 5510.1G
(b) OPNAVINST 5239.1A

1. GENERAL. Officer, enlisted and civilian personnel assigned to FICEURLANT for duty, extended periods of temporary additional duty, or active duty for training are individually responsible for having knowledge of, and complying with, regulations and procedures discussed in this article.

2. KNOWLEDGE OF THE DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM REGULATIONS

a. During the check-in process, personnel execute a FICEURLANT BRIEF FORM certifying that they have read and been thoroughly briefed on the provisions of reference a.,.

b. All personnel are required to review references 'a' and (b) until applicable chapters are thoroughly understood.

3. KNOWLEDGE OF THE DEPARTMENT OF THE NAVY ADP SECURITY PROGRAM REGULATIONS. See Article 5510.3 of this Manual.

4. TELEPHONE AND INTERCOMS. Personnel are not to discuss classified information on unsecure telephones, or on intercom instruments between offices and individuals.

5. PERSONAL CENSORSHIP. Indiscreet conversations and information placed in personal correspondence constitute possible security threats and violations of security regulations. Personnel will not discuss, or make reference to, their duties, responsibilities, or work assigned to and accomplished by FICEURLANT and the intelligence community, except in an official authorized capacity, and then only on a need-to-know basis with personnel who are properly cleared for access to such information.

6. ACCESS BASED ON VERBAL CERTIFICATION. Do not grant access to classified material based on verbal certification from the requesting command without express approval from the Commanding Officer, Executive Officer, the Special Security/Talent Control Officer, or Security Manager.

7. HANDLING AND STOWAGE OF CLASSIFIED MATTER. Handle classified matter with sufficient safeguards to ensure that:

a. Each person is able to account for such matter in his custody or possession;

b. It is not inadvertently misplaced;

c. It is properly safeguarded when in use so that unauthorized personnel cannot obtain access to it;

d. When it is not in use, it is properly stowed according to its markings, classification, and content.

8. REPORTING SECURITY COMPROMISES AND VIOLATIONS. Any person becoming aware of a possible or actual security compromise or violation is to report all known facts to his superiors via the chain of command. Superiors in the chain of command are to pursue each matter to its ultimate and logical conclusion, ensuring that policies, regulations and procedures established by the Navy Department and this command are adhered to. EXCEPTION: Report violations or suspected violations involving SI/TCO materials immediately to the SSO/TCO, without regard for the chain of command.

5511.1 -- SAFEGUARDING THE SINGLE INTEGRATED OPERATION PLAN (SIOP)

1. See OPNAVINST 5511.35J.

5520.1 -- BACKGROUND INVESTIGATIONS, CLEARANCES, BRIEFINGS/DEBRIEFINGS

Ref: (a) OPNAVINST 5510.1G
(b) BUPERSINST 5521.2F

1. GENERAL. Regulations and procedures concerning background investigations, clearances, and briefings/debriefings are in accordance with references (a) and (b) and this article.

2. SECURITY INVESTIGATIONS

a. Personnel assigned to FICEURLANT must possess a Special Background Investigation (SBI), which has been conducted within the past five years. See reference (a), Chapter 21.

b. The individual concerned, who supplies information not otherwise available, and the Administrative Security Assistant, who types the correspondence in accordance with Chapter 21 reference (a), jointly prepare security investigation requests. The FICEURLANT SSO/TCO is to assemble and forward SBIs as prescribed in reference (a).

c. Within ten days after reporting for duty, personnel who do not have an SBI completed, or have not had requests initiated by their last duty stations, are to complete the necessary forms and return them to the Administrative Security Assistant for further processing.

3. ISSUANCE OF CERTIFICATE OF CLEARANCE

a. MARINE CORPS PERSONNEL. See reference (a) for security clearance procedures concerning Marine Corps personnel.

b. NAVY PERSONNEL. Based upon regulations stated in reference (a), results of security investigations, and billet requirements, the Administrative Office prepares appropriate Certificates of Clearance for Navy personnel.

c. CIVILIAN PERSONNEL. Based upon regulations stated in reference (a), results of security investigations, and position requirements, the Administrative Office prepares appropriate Certificates of Clearance for civilian personnel.

4. REVIEW, SAFEGUARDING, AND DESTRUCTION OF SECURITY INVESTIGATION FILES. When locally available personnel records fail to provide a clear indication that an investigation was completed satisfactorily, the Admin Security Assistant is to request that the individual's investigative file be forwarded to FICEURLANT prior to the issuance of a clearance based on that investigation. Due to their highly personal and sensitive nature, only the Commanding Officer, Executive Officer, and SSO/TCO may review completed security investigation files. The SSO is to destroy the files by burning, unless other disposition is requested by the issuing office, after having served their purpose.

5. SECURITY INDOCTRINATION AND BRIEFING/DEBRIEFING OF PERSONNEL

a. Personnel reporting to FICEURLANT for duty or extended temporary additional duty are required to read reference (a), with particular attention paid to Chapters 1, 2, 4, 5, 9, 11, 13, 15, 16, and appendix P, and certify by signing the FICEURLANT Security Brief Form that they have done so, and will be briefed concerning these chapters, appendices and related security matters.

b. Personnel reporting to FICEURLANT for active duty for training receive an abbreviated security indoctrination and briefing and are required to certify this effect by signing the FICEURLANT Security Brief Form.

c. When personnel are separated from the Navy, they are to receive a written debriefing concerning security matters. Such personnel certify by signing OPNAV Form 5511-14, Security Termination Statement, that they have received this debriefing, are aware that they no longer require access to such

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information, and will not divulge or discuss any classified information except on a need-to-know basis and then only to or with authorized and properly cleared personnel.

d. SSO is to maintain a file of SCI indoctrinations, debriefs, and associated oaths.

6. MAINTENANCE OF FICEURLANT SECURITY BRIEF FORMS. The Admin Security Assistant maintains the file of executed FICEURLANT Security Brief Forms for FICEURLANT personnel.

5530.1 -- PHYSICAL SECURITY AND LOSS PREVENTION PLAN

Ref: (a) OPNAVINST 5530.14A
(b) CINCLANTFLTHTQTRSAREAINST 5510.5M
(c) COMNAVBASENORVAINST 3190.12
(d) OPNAVINST 3100.6C
(e) CINCLANTFLTINST 3100.5B
(f) COMNAVBASENORVAINST 8027.5E
(g) CINCLANTFLTINST 5530.2A
(h) OPNAVINST 5510.1G
(i) OPNAVINST 5239.1A
(j) DIAM 50-3
(k) DIAM 50-4
(l) DOD 5200.1
(m) CINCLANTFLTHTQTRSAREAINST 5510.2A
(n) FICEURLANTINST 1601.1D
(o) RECFPOMAN, Article 3141.1
(p) SECNAVINST 5500.4D
(q) CINCLANTFLTHTQTRSAREAINST 3141.2
(r) COMNAVBASENORVAINST 3141.1P
(s) CNO WASHINGTON DC 081919Z APR 86
(t) FICEURLANTINST 5050.1

1. GENERAL. To be effective, a physical security program must receive attention from all echelons within the chain of command.

2. DEFINITIONS

a. PHYSICAL SECURITY. Physical security is that part of an overall security program which protects an activity's facilities, materials, equipment, personnel, and documents against theft, espionage, sabotage, and other covert acts, which might lessen the ability of the activity to perform its mission.

b. SECURITY RESPONSIBILITIES. Security is the responsibility of every person in the Department of the Navy. The term "person in the Department of the Navy" is defined to include all persons in the naval service and civilians employed by the Department of the Navy.

c. CONTROLLED AREA. A controlled area is a space within which uncontrolled movement does not permit access to classified information, and which is designed to provide administrative control for limited or exclusion areas.

d. LIMITED AREA. A limited area is an area containing classified information, where uncontrolled movement would permit access to classified information, but could be prevented by escort and other internal restrictions and controls.

e. EXCLUSION AREA. An exclusion area is an area containing classified information where access to the area constitutes access to the classified information.

3. RESPONSIBILITIES. Security is the direct, immediate legal and moral responsibility of all persons in the naval service and civilians employed by the Department of the Navy. However, the following specific responsibilities apply for physical security at FICEURLANT:

a. The Commanding Officer is responsible for physical security and loss prevention within the command. He is to appoint a Physical Security Officer and is to provide sufficient resources, staff assistance, and authority for the Physical Security Officer to effectively manage the Physical Security Program.

b. The Executive Officer is responsible for managing all aspects of security at FICEURLANT and coordinating efforts in the areas of Physical Security, Automated Data Processing Security, and Information Security. In addition, he will chair the Physical Security Program Committee.

c. The Physical Security Officer is the designated representative of the Commanding Officer, and is responsible for planning, implementing, enforcing, and supervising the physical security and loss prevention program of the command. The Physical Security Officer will:

(1) Manage, implement, and direct the command's Physical Security, antiterrorism, and loss prevention programs, including the development of physical security plans, instructions, and regulations.

(2) Conduct physical security inspections of the command monthly, and physical security surveys annually, reporting results to the Commanding Officer via the chain of command.

(3) Identify restricted areas and ensure areas are properly designated.

(4) Coordinate with the Security Manager and the Special Security Officer in developing and maintaining personnel identification systems.

(5) Represent FICEURLANT on the LANTFLT Headquarters Support Activity Physical Review Committee and act as point of contact regarding physical security matters for the command.

(6) Perform other duties as specified by references (a) through (t) and as the Commanding Officer shall direct.

d. The Special Security Officer is responsible, in coordination with the Physical Security Officer, for physical security of all Sensitive Compartmented Information (SCI) accredited spaces at FICEURLANT. As part of his duties, he is also responsible for maintenance and operation of, and training on, the FICEURLANT physical access systems and alarm systems. He also acts as the single, authoritative source for SCI guidance and management of the decompartmentation, sanitization, decontrol and downgrading programs; and is responsible for implementing all SCI policies and directives promulgated by higher authority.

e. The FICEURLANT Physical Security Review Committee (PSRC) is constituted in accordance with reference (a) and is responsible for:

(1) Determining requirements for security at FICEURLANT.

(2) Reviewing physical security plans.

(3) Reviewing significant security problems and losses and recommending improvements to avoid problems.

(4) Other duties as directed by reference (a) and the command.

As a minimum, the PSRC will have a staff, and will consist of: Executive Officer, Principal Security Officer, Security Manager, SSO, TCO, Comptroller, Facilities Management Officer, and others as required.

4. DELINEATION OF SECURITY AREAS. A listing of security areas inside the FICEURLANT building follows:

a. CONTROLLED AREA. The only controlled area is the front entrance and foyer quarterdeck. Access beyond this area constitutes entrance to restricted exclusion areas.

b. LIMITED AREAS AND EXCLUDED SPECIAL ACCESS AREAS. All spaces inside the building are designated as exclusion, special access areas, with the exception of the following rooms, which are designated as limited areas: Rooms 102-103, 108-110, and 115-117. In addition to the SCI clearance, which is required for access to all exclusion, special access areas, Rooms 230 and 232 (Nuclear Strike, require a COSMIC TOP SECRET ATOMAL clearance to gain access.

5. BASIC SECURITY MEASURES. The following basic security measures are provided for FICEURLANT:

a. EXTERNAL SECURITY

(1) The Marine Corps Security Force Battalion, Atlantic (MCSFBn), NSA MAA forces personnel, and DOD Police provide security for the CINCLANTFLT Headquarters Area perimeter, fence and gate.

(2) In an emergency security condition involving only FICEURLANT, the Marine security force responds by surrounding the building and denying further access until the emergency security condition is terminated.

(3) When a multiple emergency security condition exists in the CINCLANTFLT Headquarters Area, the Marine security force denies access to preselected locations for the duration of the emergency; those locations in the order of their relative importance are:

(a) CINCLANT/CINCLANTFLT Command Post, OPCCNCEM (NH-95).

(b) FICEURLANT (NH-139).

(c) Other commands as listed in reference c.

b. INTERNAL SECURITY

(1) The Physical Security Officer clearly identifies, defines, and marks perimeters and locations of internal security areas in accordance with reference a.,.

(2) The Quarterdeck watches use personnel identification and control systems to identify persons requesting access to the spaces located inside building NH-139.

(3) Personnel are on watch at the front entrance to the building 24 hours a day.

(4) Intrusion alarm systems are active at all entrances to the building, the penthouse, and within the exclusion/special access areas.

(5) Properly cleared FICEURLANT personnel must escort uncleared visitors inside the building.

(6) The quarterdeck watch will search all packages coming into or leaving building NH-139.

(7) The OOD will use roving patrols during nonworking hours to check internal spaces and external walls once every two hours.

(8) Only authorized personnel with the appropriate security clearance or proper escort may access the exclusion/special access areas.

(9) Access control systems are active at entrances into exclusion areas.

(10) Security indoctrination and training is an integral part of the command training program.

6. SECURITY ALARM SYSTEM

a. GENERAL. Spaces at FICEURLANT where Sensitive Compartmented Information (SCI) is used are "Exclusion Areas." The Commanding Officer or Special Security Officer/Talent Control Officer (SSO/TCO) must designate those persons requiring access to these areas. Personnel assigned to these spaces are responsible for security when uncleared personnel are present. Exclusion Areas are protected by alarms.

b. ALARMS. The alarm systems that protect FICELRLANT and the Exclusion Areas provide an added layer of security over that provided by manned watches. The computerized control center for these alarm systems is located at the FICELRLANT Quarterdeck. Watch personnel monitor this computerized control center at all times.

(1) ACTIONS TO TAKE IF AN ALARM SOUNDS. Should any zone on the alarm control center sound at any time without the watch being aware of an authorized entry into that area, follow these procedures:

(a) The Roaming Patrol (or other watchstander) is to proceed to the space within three minutes and inspect that area for any indication of unauthorized or forced entry. If there is positive indication of unauthorized entry, do the following:

- Activate the alarm to call the Marine Alert Force and provide assistance and direction as necessary upon arrival. Notify the FICELRLANT SSO/TCO.
- Alert other watch personnel.
- Notify the DOD Police/NSA MAA Force.
- If the person sent to the space does not return to the Quarterdeck within six minutes, the watch is to take the above actions immediately.

(b) If there is no indication that an unauthorized entry has been attempted, and the alarm continues to sound after resetting the control system, notify the SSO/TCO.

(2) LOSS OF ALARM SYSTEM. Should the alarm system or any zones be disabled for any reason, the OOD is to place a watchstander/guard in that zone to ensure that no security breach takes place, then notify the SSO/TCO.

(3) MAINTENANCE. The SSO/TCO is responsible for the overall maintenance and repair of the alarm system. The SSO/TCO is also responsible for the installation of any new alarm systems for SCI spaces. Should questions or problems with the alarm system arise, immediately contact the SSO/TCO.

(4) See reference (a) for further guidance on the alarm systems in place at FICEURLANT.

7. PERSONNEL IDENTIFICATION AND CONTROL

a. GENERAL. All persons at FICEURLANT, except visiting Flag/General officers, are to wear a current FICEURLANT security badge on or over the left breast pocket. The security badge system accomplishes the following:

(1) Provides a means supplementary to Military and Civilian Identification Cards and/or other identification to indicate that the individual has been authorized entrance to the FICEURLANT building.

(2) Provides a color scheme to indicate whether the individual requires escort while in the building.

(3) Provides a letter scheme to indicate the individual's security clearance and/or the limitations to be imposed concerning the degree of access to classified material. Although an individual's badge may indicate clearance for access to classified information, it does not of itself constitute a right to view such information.

b. TYPES OF BADGES

(1) WHITE (NO CLEARANCE). A white badge signifies that the individual is a visitor, may not be granted access to any classified information, and requires an escort at all times while in the FICEURLANT building.

(2) SALMON WITH PHOTOGRAPH (SECRET CLEARANCE PERMANENT BADGE). A salmon badge with photograph, name, and other identifying data signifies that the individual is attached to FICEURLANT for duty or extended temporary additional duty, and that he is authorized access up to and including SECRET information on a need-to-know basis. Authorizes access to limited areas without escort.

(3) SALMON WITHOUT PHOTOGRAPH (SECRET CLEARANCE VISITOR'S BADGE). A salmon visitor's badge (no photograph or other personal identifying data) signifies that the individual is a visitor, that he has been granted access up to and including SECRET information on a need-to-know basis, and that an escort is not normally required within limited areas.

(4) GREEN WITH PHOTOGRAPH (TOP SECRET CLEARANCE PERMANENT BADGE). A green badge with photograph, name, and other identifying data thereon signifies that the individual is attached to FICEURLANT for duty or extended temporary additional duty and authorized access up to and including TOP SECRET information on a need-to-know basis. Authorizes access to limited areas without escort.

(5) GREEN WITHOUT PHOTOGRAPH (TOP SECRET CLEARANCE VISITOR'S BADGE). A green visitor's badge (no photograph or other identifying data) signifies that the individual is a visitor, has been granted access up to and including TOP SECRET information on a need-to-know basis, and an escort is not required within limited areas.

(6) BLUE WITH PHOTOGRAPH (TOP SECRET/SCI CLEARANCE PERMANENT BADGE). A blue badge with photograph, name, and other identifying data thereon signifies that the individual is attached to FICEURLANT for duty or extended temporary additional duty and authorized access up to and including TOP SECRET/SCI information on a need-to-know basis. In addition, TOP SECRET/SCI badges have the letters "A" through "K", indicating clearance for "Special Access" and "Compartmented Access" programs. The bearer requires no escort.

(7) BLUE WITHOUT PHOTOGRAPH (TOP SECRET/SCI CLEARANCE TEMPORARY VISITOR'S BADGE). A blue visitor's badge (no photograph or other personal identifying data) signifies that the individual is a visitor, has been granted access up to and including TOP SECRET/SCI information on a need-to-know basis, and an escort is not normally required.

(8) BLUE WITH PHOTOGRAPH (TOP SECRET/SCI CLEARANCE PERMANENT VISITOR'S BADGE). Certain personnel assigned to USCINCLANT/CINCLANTFLT and other commands who have a frequent need to visit FICEURLANT are issued blue permanent visitor's badges. In addition to the photograph, name, and related information contained thereon, such badges also have a red stripe running diagonally across the upper left corner of the badge. Such badges signify that the visitor has been granted access up to and including TOP SECRET/SCI information on a need-to-know basis and that an escort is not normally required.

(9) SPECIAL BADGES FOR LARGE GROUPS. Large groups occasionally visit FICEURLANT for a Command Briefing and/or Orientation Tour. Special badges are prepared and issued to such groups. The classification of the Command Briefing and spaces visited during the tour are keyed to the security clearances held by such groups. These groups are escorted, supervised, and monitored throughout the time they are within the FICEURLANT building.

C. CUSTODY AND DESTRUCTION OF BADGES

(1) The Security Manager issues, returns, and destroys all GENSER (TOP SECRET, SECRET, and UNCLASSIFIED) badges. The SSO/TCO controls all SCI badges. The Admin Office maintains blank forms for all badges under lock, and controls access to these forms.

(2) The Quarterdeck maintains all badges, visitors and permanent, and issues them to personnel before gaining access to the building. Visitors must show identification to receive a badge.

(3) The JOOD is to inventory badges daily at his discretion between the hours of 1700 and 2000. The JOOD will investigate any missing badges; and report those badges that cannot be located and accounted for to the QOD who will report to the Security Manager and SSO/TCO. The Security Manager and SSO/TCO will investigate the circumstances and report to the Executive Officer. Permanently lost badges are to be replaced with a new badge with a different number; the number of the lost badge will be retired and posted on the Quarterdeck.

(4) Persons who lose their badges are to report this loss immediately to the Security Manager and SSO/TCO.

d. VISITOR CONTROL

(1) DEFINITIONS

(a) VISITOR. A visitor is any person not permanently attached to or employed by FICEURLANT, and is present in the FICEURLANT building for any reason, official or personal. The following personnel are among those visitors: civilian contract personnel; Civil Service personnel assigned to other activities, e.g., Public Works Center, Norfolk, employed by FICEURLANT through contract or other written agreement; personnel assigned to FICEURLANT for temporary additional duty; and personnel performing active duty for training at FICEURLANT.

(b) CLASSIFIED VISIT. Applies to those instances when properly cleared visitors will be exposed to classified information.

(c) UNCLASSIFIED VISIT. Visits when the visitor will not knowingly be exposed to classified information.

(2) VISITING HOURS. Appropriate times to visit FICEURLANT are during normal working hours, except for emergencies; periods when personnel are performing active duty for training; and after-hours when command-approved conferences, briefings, and meetings have been scheduled. Reservists who are not currently performing active duty for training will be denied access to NH-139 during other than normal working hours, unless the access has had prior coordination with the Reserve Liaison Office.

(3) PREPARING FOR UNCLASSIFIED VISITS. To insure there is no unauthorized disclosure, the Quarterdeck Watch will call the space to be visited to insure the space has been properly sanitized. The SSO is notified and turns on the red lights to inform all personnel there are uncleared personnel in the area. The escort then picks up a sign from SSO stating "uncleared in the area" and proceeds to the space verbally announcing uncleared in the area. All doors to offices will be closed, and all classified material will be placed in folders when transiting the area that has an uncleared visitor. At the culmination of the visit, the person is escorted to the Quarterdeck and the SSO is notified all is clear. The red lights are turned off and personnel return to business as usual.

(4) TYPES AND CATEGORIES OF VISITS AND VISITORS. Visits by military and civilian personnel are for a variety of purposes, including, but not necessarily limited to, the following categories: (Reference (t) provides policy and reporting procedures).

(a) To receive Command Briefings and/or Orientation Tours.

(b) To attend conferences, briefings, and meetings which may or may not include a Command Briefing and/or Orientation Tour.

(c) To conduct Command Inspections.

(d) To conduct building maintenance, fire, electrical, and related inspections.

(e) To conduct on-air surveys.

(f) To allow personnel onboard for temporary additional duty and active duty for training.

(g) To admit civilian personnel reporting for job interviews.

(h) To draw intelligence documents, film, charts, and maps.

(i) To aid DIS and MIS agents in conducting interviews for security investigations and for other official purposes as required.

(j) To pick up and deliver supplies and equipment.

(k) To provide building maintenance and repair, changes to telephones, air-conditioning equipment maintenance and repair, repairs to the water system, painting, etc.

(l) To provide office and other equipment installations, maintenance, and repair.

(m) To make presentations to FICEURLANT personnel on various official matters.

(n) To permit instructors from outside the command participating in the Command Training Program.

(o) To allow professional and technical assistance provided by CCPO representatives concerning civilian personnel.

(p) To allow families and friends of FICEURLANT personnel to attend honors and ceremonies (awards, promotions, advancements, retirements, etc.).

(q) During Spouses Day festivities.

(5) AUTHORITY TO APPROVE VISITS. The Commanding Officer will approve all requests for official visits.

(a) PERSONNEL ATTACHED TO SACLANT. Only the CINCLANTFLT Assistant Chief of Staff for Intelligence, USCINCLANT, or the Commanding Officer and Executive Officer, FICEURLANT, may authorize visits to FICEURLANT by members attached to the Supreme Allied Command Atlantic (SACLANT). This authority is not delegated.

(b) SPOUSES DAY. Only the Commanding Officer may authorize a Spouses Day and may not delegate this authority. During Spouses Day, only immediate families and close friends of permanently assigned, temporary additional duty, active duty for training, and on-loan personnel may visit. Spouses Day DOES NOT INCLUDE "general visiting" (the general public).

(c) NIS AND DIS AGENTS. Naval Investigative Service and Defense Intelligence Service Agents visit FICEURLANT to conduct interviews for Special Background Investigations, which have been requested by FICEURLANT or other authorized commands, and for other official purposes. All NIS and DIS agents are cleared for access to TOP SECRET information on a need-to-know basis. The FICEURLANT Permanent Access List File does not include their names. When a NIS or DIS agent presents proper identification, the Quarterdeck Watch is to notify the Executive Officer and Admin Security Assistant, issue a Green (TOP SECRET clearance) visitor's badge to the agent, log the agent's presence in the Visitor Control Log, and render necessary assistance. Normally, the Admin Security Assistant assumes responsibility for assisting NIS and DIS agents by

arranging interviews and escorting the agents while inside SCI spaces in the PICEURLANT building. NIS and DIS agents are not permitted to enter the building after normal working hours unless prearranged by the Admin Office to accommodate shift workers.

(d) OTHER VISITS FOR OFFICIAL PURPOSES. Permanently assigned officer, enlisted, and civilian supervisory personnel with primary cognizance responsibility may authorize classified and unclassified visits for those other official-purpose categories listed in this article. The person authorizing such visits is to ensure that all concerned are notified, that personnel security-clearance certifications are on file in the case of classified visits, that uncleared visitors are escorted at all times, that the need-to-know principle is applied regardless of the visitor's personnel security clearance certification, and that spaces are sanitized as required.

(e) VISITS FOR PERSONAL REASONS. Other than for brief meetings at the Quarterdeck, personnel are not to arrange for personal visits in building NM-139. However, should a visit beyond the Quarterdeck Area for personal reasons be necessary, personnel are to get the approval of their Department Head or Division Officer first. Visits for personal reasons are to be unclassified in nature, regardless of the personnel security clearance which might be held by the visitor. In the case of visits for personal reasons, the person being visited is strictly responsible for escorting the visitor at all times and for ensuring that the visitor is not exposed to classified information.

(6) QUARTERDECK WATCH RESPONSIBILITIES. PICEURLANT Quarterdeck Watch personnel are to take the actions indicated below concerning visitors to PICEURLANT:

(a) HIGH-RANKING MILITARY (CAPTAIN AND ABOVE) AND CIVILIAN DIGNITARIES. Immediately notify the Executive Officer of the presence of high-ranking military and civilian dignitaries. Personal guests of the Commanding Officer, including families of personnel who are present for ceremonies in the Commanding Officer's office (awards, promotions, advancements, retirements, etc.), will be logged in the Visitor's Log and issued a visitor's badge, excluding Flag and General Officers.

(b) SACLANT PERSONNEL. Notify the Executive Officer of the presence of SACLANT personnel at the Quarterdeck and stand by for further instructions. Do not log in or issue access badges to SACLANT personnel until authorized to do so by the Commanding Officer or Executive Officer.

(c) PERMANENT VISITORS. Certain personnel attached to USCINCLANT/CINCLANTFLT Staff, as well as to various other staffs and activities, have frequent need to visit FICEURLANT. Issue these personnel their permanent-access visitor badge upon proper identification. Permit permanent visitors to proceed unescorted to the person they wish to visit.

(d) SPOUSES DAY. During Spouses Day, guests who are escorted by personnel assigned to FICEURLANT for duty, temporary additional duty, active duty for training, or on loan may freely ingress and egress the NH-139 building.

(e) OTHER VISITS FOR OFFICIAL PURPOSES

- Notify the FICEURLANT point-of-contact of the presence of the visitor.
- If a personnel security clearance certification is on file, have the visitor log his presence in the Visitor's Log and issue the visitor the appropriate visitor access badge. If no clearance is found in the listing, contact the SSU Watch and/or the Mailroom and have them check their listings for clearance.

- If the SSO and/or Mailroom have no record of a personnel security clearance certification on file, have the visitor log his presence in the Visitor's Log and issue the visitor a white (UNCLASSIFIED) access badge.
- If the FICEURLANT point-of-contact requests, and if sufficient watch personnel are on hand, the Messenger of the Watch or other watchstander may escort the visitor to the FICEURLANT point-of-contact. Otherwise, the FICEURLANT point-of-contact or his authorized representative is to meet the visitor at the Quarterdeck and escort him.

(f) GENERAL PRUDENTIAL RULE. During normal working hours, the Quarterdeck Watch will not turn away any person wishing to visit FICEURLANT without first consulting with the SSO/TCO, Security Manager, Command Duty Officer, Officer of the Day, or if necessary, the Executive Officer.

(7) PERSONNEL SECURITY CLEARANCE CERTIFICATIONS

(a) Visitors provide personnel security clearance certifications to FICEURLANT by U.S. Mail, message, and through channels. Only in exceptional circumstances, and after consulting with SSO or the Security Manager, will FICEURLANT watchstanders accept hand-delivered clearances.

(b) There are two basic types of personnel security clearance certifications: permanent access (valid for six months), which are for personnel who have frequent need to visit FICEURLANT; and one-time visits valid only for a single visit.

(c) The Admin Security Assistant files certifications received by U.S. Mail or messages in the Visitor Clearance File.

8. MATERIAL SECURITY/LOSS PREVENTION

a. GENERAL. An essential element in physical security is preventing the introduction of explosives or unauthorized electronic or photographic devices into the building and preventing classified and/or valuable material from leaving the building.

b. PROCEDURES

(1) Watchstanders are to prohibit the following items from being brought into the building. If one of the following items is found, the person holding it will be asked to leave it on the Quarterdeck; if he refuses, the watch is to deny him entry beyond the Quarterdeck.

(a) Cameras (except those in possession of FICEURLANT Photographer Mates with valid U.S. Navy Official Photographer I.D.,).

(b) Tape recorders or video recorders.

(c) Calculators with a programmable memory.

(d) Paging devices or radios.

(e) Magnetic disks or tapes.

(f) Record albums.

(2) To enforce rules, the Quarterdeck watch is to search the possessions of all persons entering and leaving NH-139, including:

(a) Athletic or other handbags.

(b) Briefcases.

(c) Lunch sacks.

(d) Women's purses.

(e) Wallets (only if larger than 6 inches long).

(f) Boxes.

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(3) The Quarterdeck watch will NOT search briefcases or boxes held by persons in possession of DMZ courier cards or classified material authorization letters, except as authorized by the Commanding Officer.

(4) To prevent the loss of classified material or valuable material from the command, in addition to the searches described above, the Quarterdeck watch is to:

(a) Examine trash being removed through other doors to ensure no classified or valuable material is involved.

(b) If material is found, stop the individual in question and notify the Executive Officer. DO NOT PERMIT THE INDIVIDUAL TO LEAVE. DO NOT QUESTION THE INDIVIDUAL.

9. INDIVIDUAL SECURITY RESPONSIBILITIES. See Article 5510.6 of this Manual.

10. SECURITY INSPECTIONS

a. GENERAL. See references (1), (2), (3) and (4) and this article for guidance concerning security inspections.

b. OFFICER OF THE DAY (OOD). The Officer of the Day conducts daily security inspections as required by reference (1).

c. MONTHLY SECURITY INSPECTIONS. Each month, the Physical Security Officer conducts unscheduled interior/exterior security inspections of the FICEURLANT building and adjacent grounds, and submits a written report of the results to the Executive Officer within two working days of the inspection.

d. ANNUAL PHYSICAL SECURITY SURVEY. Annually, the Physical Security Officer conducts a Physical Security Survey, using reference (a) as a guide, and submits results of this survey to the Executive Officer within 15 days of the survey.

11. TERRORISM THREAT CONDITIONS/ACTIONS REQUIRED

a. GENERAL. While the terrorist threat to military forces in CONUS has been low in the past, recent events have increased the threat level. Reference (1) promulgated new Terrorist Threat Conditions (THREATCONS) and specified actions to be taken for each.

b. PROCEDURES. Procedures for each THREATCON are as follows:

	<u>DEFINITION</u>	<u>THREATCON</u>	<u>ACTION</u>
ALFA	General threat of possible terrorist activity		Normal condition No special actions. May implement any, BRAVO measure on a random basis.
BRAVO	Increased terrorist threat		As follows:
	DIRECTORS		Warn personnel
	PHYSICAL SECURITY OFFICER		On call
	OOD		Work with HSA MAA Force to move all cars and dumpsters 75 feet from building. Check external security every six hours. Vigilant alert for suspicious vehicles or activity. Review measures for higher THREATCON.
	MAIL ROOM/ WATCHSTANDERS		Check letters and parcels closely for bombs prior to opening.
CHARLIE	Terrorist action imminent.		Continue all BRAVO measures.
	OOD		Recall duty section, the Physical Security Officer, and Senior Watch Officer. Restrict access to only the Quarterdeck entrance including trash take-out. Lock inner glass doors. Allow only three people through the doors at a time. Check I.D.'s outside doors. Patrol outside building.

DELTA Terrorist attack
 has occurred.

Deny all BRAVO/CHARLIE
measures. Consult with XO
about issuing Cat. 3
personnel.

OOD

Request armed sentries from
the Marine Barracks Det.

12. PROCEDURES TO FOLLOW IN THE EVENT OF AN EMERGENCY SECURITY
CONDITION DUE TO TERRORISTS, SABOTEURS, AND ANY OTHER
INDIVIDUALS OR GROUPS

a. DEFINITION. An emergency security condition exists when
forced entry to the FICEURLANT building is attempted or
achieved, or when individuals or groups are discovered in the
act of attempted entry and/or are engaged in theft, espionage,
sabotage, or other covert/overt acts.

b. RESPONSIBILITIES. When the intrusion alarm sounds or
when a covert/overt act has occurred, until he is relieved by
the Commanding Officer or Executive Officer, the OOD coordinates
the emergency security condition and is to take the following
actions:

(1) Activate the foot alarm located beneath the front
counter on the Quarterdeck. This automatically alerts the
Marine Detachment Security Force, which will respond
immediately. However, if the Security Force does not respond
within five minutes, contact the Marine Det by telephone and
inform them of the situation.

(2) Notify HSA CDO, who will inform DOD Police of the
situation. DOD Police and HSA MAA personnel will respond, and
DOD Police will dispatch their Emergency Response Force (Swat
Team) if required.

(3) Notify the USCINCLANT/CINCLANTFLT Command Post watch
and CO/XO.

(4) If the action has occurred outside the FICEURLANT
building, responsibility for apprehension rests with the Marine
Detachment Security Force and the HSA MAA. OOD should not use
FICEURLANT personnel. If the action has occurred inside
FICEURLANT, DO NOT DIRECT FICEURLANT personnel to challenge and
subdue the violators; use them instead to assist OOD Police/HSA
MAA personnel.

(5) Upon the arrival of OOD Police and/or the Emergency Response Force, the OOD is to describe the situation to them to best determine a course of action. If there is a need to send OOD Police into the building, a FIGEURLANT watchstander is to accompany them at all times. The OOD is to take all names before they are allowed to depart.

c. BOMB OR BOMB THREAT. If the emergency situation involves a bomb or bomb threat inside the building, refer to paragraphs 15 and 16 of this article.

d. ADDITIONAL REPORTS. As soon as time allows, the OOD is to notify the following personnel in the order listed, and provide progress reports as required:

(1) USCINCLANT/CINCLANTFLT Command Post Watch Officer, at the OPCONCEN.

(2) USCINCLANT/CINCLANTFLT Officer of the Day.

(3) Special Security Officer.

(4) Physical Security Officer.

(5) Directors and other supervisory personnel whose areas are affected.

(6) Other commands and persons as required.

Do NOT release any information to the public communications media until it has been cleared with the Executive Officer. Do NOT, in any case, release names of fatalities or critically injured personnel.

e. TERMINATION OF EMERGENCY SECURITY SITUATION. Upon termination of the emergency security condition, and in addition to OOD log entries, the OOD is to prepare a typewritten report for the Commanding Officer, and include the following information:

(1) Preliminary statement summarizing time, date, place, and circumstances.

(2) Narrative summary of action taken.

(3) Complete identification of all personnel involved, their assignments, and a summary of their actions during the emergency.

.4) Identification and initial disposition of personnel killed or injured, including duty personnel and violators.

.5) Identification and final disposition of personnel captured.

(6) List of casualties and persons called.

(7) Recommendations for improvement of security procedures. (Negative response is required.)

(8) Include any additional pertinent information and remarks.

(9) Include charts, graphs, any evidence, etc., as enclosures. (Classify the report if necessary.)

f. AFTER ACTION RESPONSIBILITIES

(1) When government property or classified material is missing, cognizant personnel are to conduct inventories and discover whether the loss was due to theft, and then report findings to the Commanding Officer.

(2) The Security Manager assists other personnel in preparing security reports concerning loss of classified material.

(3) The Admin Officer prepares personnel casualty reports as required by the MILPERSMAN.

13. PROCEDURES TO FOLLOW IN EVENT OF A CIVIL DISTURBANCE.
A civil disturbance occurring at FICSURLANT is very unlikely. However, if this circumstance should develop, the OOD is to follow these procedures:

a. Secure Quarterdeck area (entry to building) and notify DOD Police/HSA MAA Force.

b. Notify the Executive Officer and Commanding Officer.

c. If unauthorized persons attempt to gain entry into the building, summon the Marine guard.

d. Determine the nature of the disturbance if possible.

e. Notify the CINCLANTFLT OPCON Center (4-6603).

- f. Complete OPREP-3 Navy/ Blue if necessary.
- g. Keep the Executive Officer informed of all developments.
- h. Make Quarterdeck, 000 log entries sufficiently detailed and complete for subsequent official usage.

14. HANDLING OF HOSTAGE SITUATION AT PICCURLANT

a. GENERAL. A hostage situation at PICCURLANT would more likely occur in one of two ways:

(1) By terrorists, whose objective is to draw attention to a particular cause. Terrorists are the most dangerous because they are willing to die for their objectives.

(2) An emotionally disturbed or traumatized person. This could result from any number of personal problems which eventually overwhelm the rationale of the individual, causing them to commit this violation.

b. FOREMOST CONSIDERATIONS

(1) Protect the lives of all involved (if possible), including perpetrators of the act.

(2) Protect federal property as necessary to avoid compromising classified information.

c. SECURITY MEASURES

(1) The Officer of the Day is to immediately notify:

(a) DOD Police/HSA MAA Force to activate the COMNAVBASE Hostage/Captor Team.

(b) The HSA CDO, who will assume duty as On-Scene-Commander in accordance with Reference (f).

(c) The NAVBASE CDO, who will assume duties as overall Commander.

(2) In addition, the OOD is to:

(a) Notify the Marine guard if this has not already been done, if the situation is the result of a terrorist action.

b) Keep the Executive Officer aware of the situation.

c) Notify the Wheelus Point Dispensary (4-2674).

(d) Refer to paragraph 12 of this article for the typewritten report to the Commanding Officer, in addition to OOD log entries.

d. The HSA CDO, as On-Scene Commander, coordinates all actions, including negotiations and police actions. The FICSURLANT OOD, however, remains responsible for security and safety at MH-139 and should be consulted by the HSA CDO on best courses of action/plans of attack, etc.

15. ACTION TO BE TAKEN UPON RECEIPT OF A BOMB THREAT

a. GENERAL. Bomb threats are very serious and should always be checked carefully. Consider all threats real until proven otherwise.

b. IN THE EVENT OF A BOMB THREAT. Take the following actions:

(1) If in receipt of a bomb threat, attempt to extract as much information from the caller as possible, using forms provided by the Physical Security Officer. Then immediately notify the Quarterdeck (Officer of the Day or Junior Officer of the Day).

(2) Upon receipt of a bomb threat, Quarterdeck personnel are to notify the Executive Officer. The Executive Officer (or the OOD) may order the evacuation of the building, if necessary.

(3) The Officer of the Day is to notify HSA CMAA at 4-6086 (non-working hours HSA ASST CDO at 4-6544), setting the following events in motion:

(a) Notification of the base police (4-2361) who will provide additional security and notify NIS.

(b) Notification of the base fire department (4-3333), which will provide standby fire protection.

(c) Notification of the District Duty Officer (4-7091/7098) who will alert RODGRU TWO.

(d) Notification of the CINCLANTFLT OPCON Center (4-6603).

c. BOMB SEARCH

(1) If the threat is delivered during normal working hours, and time permits, the Executive Officer is to direct a search of the building. If required, Directors will designate search officers or petty officers, who are thoroughly familiar with their spaces.

(2) If the threat is delivered after working hours, the OOD is not to undertake a search until directed by either the CO or XO.

(3) If explosives or suspected explosives are found during bomb searches, the OOD is to request EOD assistance through the COMNAVBASE CDO. The COMNAVBASE CDO will direct an EOD team to the scene. Upon arrival, the EOD Officer is to be briefed as to the location of the bomb and any relevant information that may have developed during the search.

16. ACTION TO BE TAKEN IN EVENT OF AN EXPLOSION

a. Upon being notified of an explosion, the Officer of the Day is to do the following:

(1) Notify DOD Police/ESA MAA and the base Fire Department.

(2) Notify the Executive Officer/Commanding Officer.

(3) Determine the type of explosion and identify any personnel injured or killed. Take a muster of all FICSEURLANT personnel to ensure total accountability if building damage is extensive. Make an assessment of building damage as soon as practical.

(4) If the explosion appears to be bomb or arson-related, notify the COMNAVBASE CDO, who will alert EODGRU TWO. Evacuate all personnel from the building as there may be other explosive devices present. Contact the Marine Guard; request personnel to help control entry into the building until the situation is resolved. Notify the CINCLANTFLT OPCON Center (4-6603).

(5) Assist as necessary in obtaining medical assistance from Sewells Point Dispensary (4-1531).

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(6) Keep the Executive Officer apprised of all matters relating to the explosion.

(7) Make OOD log entries sufficiently detailed and complete for subsequent official usage.

b. All non-watch personnel, upon hearing the evacuation order (or fire alarm), and if not detailed by specific instructions, do the following:

(1) Immediately stop accessible classified material.

(2) Evacuate the building in an orderly manner using designated exits as shown on diagrams posted throughout the building.

(3) Assemble in the parking lots adjacent to the front of the building by Directorates numerically left to right, and Departments numerically front to back; Directors muster and report missing personnel to the Executive Officer.

(4) If the explosion is after normal working hours, personnel return when and as directed by the Officer of the Day.

(5) After explosion damage is cleared, Branch Heads are to direct responsible personnel to inventory classified material as necessary to determine extent of destruction, loss, or compromise. Take follow-up action as necessary in accordance with applicable directives.

17. ACTIONS TO BE TAKEN IN EVENT OF DESTRUCTIVE WEATHER

a. GENERAL. Destructive weather does not necessarily pose a security problem for FICSEURLANT, but the resulting loss of power or personnel casualties could. Watchstanders are to be familiar with the provisions of references (n) and (o).

b. SPECIFIC ACTIONS. If a Hurricane/Destructive Weather Warning is issued, the OOD is to follow the guidance of reference (n), but should also consider augmenting his/her security personnel before weather makes this impossible. Remain vigilant during the weather period for other conditions that could lessen security.

5700.1 -- PUBLIC AFFAIRS POLICY

1. GENERAL. Fleet Intelligence Center Europe and Atlantic complies with the Navy public information policy. Because of growing publicity concerning intelligence community activities, all FICEURLANT personnel are to be aware of their responsibilities with regard to inquiries concerning their mission and activities of this command. When questions are presented concerning the mission of FICEURLANT, keep in mind the following unclassified mission statement: "The mission of FICEURLANT is to maintain an intelligence production capability which is responsive to CINCLANTFLT and CINCUSNAVEUR tasking in support of U.S. naval forces assigned, and to provide those forces with the intelligence necessary to carry out their respective missions; to respond to USCINCLANT and USCINCEUR; and to provide a source of qualified intelligence personnel for rapid augmentation of naval operating forces in wartime or contingency operations." When more specific questions concerning this command arise, indicate that you are not at liberty to discuss the subject.

Listed below are the answers to the most frequently asked questions:

Q1. May I disclose the command I work for and where I work?

A1. Yes, but be sure that this does not lead to discussion of the known or speculated classified operations of this command.

Q2. What may I say regarding my assignment or employment when asking application for a charge account, loan, etc.?

A2. You may state the command that you work for; the address at which you work; your general job title, i.e., intelligence specialist, data processing technician, photographer; your grade and salary; and length of service, if required. If any other information concerning your position in the command is desired by persons or firms with whom you may be dealing, instruct them to request such information by letter addressed to Commanding Officer, FICEURLANT.

Q3. What may I reply to questions by members of my immediate family concerning the place and nature of my assignments?

A3. Such questions must be carefully answered so that a single response or a series of unrelated responses do not disclose classified information or lead to speculation regarding any function or operation within the command. Since details of your job are classified, simply state that fact as the reason for not discussing the subject.

Q4. What do I say when a complete stranger is overly persistent in questioning me about my job?

A4. Simply inform the person that you do not care to discuss the subject further. Ask the person for their name, address, and purpose for the inquiry. The person will probably drop the subject. In all cases, report the facts and circumstances to the command Security Manager.

Q5. Why am I told to be so reticent about discussing my work with other people, when far more sensitive information seems to appear in the newspaper every day?

A5. From time to time you may wonder why you are required to be so security conscious; however, because certain things appear in periodicals or newspapers does not necessarily mean that their publication was authorized. Normally, such releases are the educated guesses of the author. These may or may not be correct. Do not deny, affirm, or comment on such material; it will only aid in establishing as fact that which, before, was only suspected.

Q6. What may be written or said for public consumption about the status, mission, composition, organization, or function of FICEURLANT?

A6. Generally speaking, nothing. Of course, certain information such as personnel awards, advancements, retirements, athletic or social events, or the unclassified mission statement may be printed for public consumption, but only the Commanding Officer or his designated representative may release such information. Requests to release information shall be submitted through the Public Affairs Officer, with copies of the information for which release is desired, and released only when authorized by the Commanding Officer.

At FICeURLANT, each person to whom classified matter is made known shall protect it against unauthorized disclosure. In the interest of security control as well as for other reasons, it is the policy of FICeURLANT that information to be released to the public will be disseminated through the duly established Public Affairs Officer only. Disclosure of information through means other than official publications or communications is unauthorized and strictly prohibited.

2. PUBLIC AFFAIRS OFFICER

a. The FICeURLANT Public Affairs Officer is a collateral duty assignment. The Photographic Services Division Officer is normally designated as the FICeURLANT Public Affairs Officer.

b. All public affairs matters, including news releases, are coordinated by or with the Public Affairs Officer.

c. Only the Commanding Officer or Executive Officer may authorize news releases emanating from FICeURLANT.

5724.1 -- FLEET HOMETOWN NEWS MATTERS

Ref: (a) SECNAVINST 5724.3

1. PUBLIC AFFAIRS OFFICER. The FICeURLANT Public Affairs Officer prepares Fleet Hometown News Releases concerning personnel assigned to FICeURLANT. Reference (a) provides instructions and policy governing the Fleet Hometown News Program.

5750.1 -- COMMAND HISTORY

Ref: (a) OPNAVINST 5750.12C

1. GENERAL. Matters of major historical interest concerning FICeURLANT, including the preservation of supporting records and the preparation of historical reports, are accomplished under the supervision of the Commanding Officer's Secretary. Reference (a) provides guidelines for preparing the Command History.

2. ACTION

a. Department Heads and Special Assistants shall submit inputs for the Command History to the Commanding Officer's Secretary each quarter no later than:

- 15 April,
- 15 July,
- 15 October and
- 15 January

b. Department Heads/Special Assistants are to provide both a narrative and a chronological summary of significant events during the quarter, paying particular attention to the following guidelines:

(1) Information should be written in a smooth narrative format with a minimum of acronyms or technical language.

(2) Information should answer the basic questions of who, what, when, where and why.

5000.1 -- LAW AND LEGAL MATTERS

Ref: (a) Uniform Code of Military Justice (UCMJ),
(b) Manual for Courts-Martial, United States
(c) J.S. Navy Regulations, 1973
(d) JAGINST 5800.7B
(e) COMNAVBASENOVAINST 5400.1B
(f) REGPROMAN, Articles 1620.1 through 1620.4

1. GENERAL. Find guidance for disciplinary policies, regulations and procedures, and related legal matters involving FICBURLANT personnel, exclusive of civil and criminal law matters not under the jurisdiction of the Department of Defense, Department of the Navy, or this command, in references (a) through (f) and this article.

2. LEGAL OFFICER. The Administrative Assistant is the FICBURLANT Legal Officer, and performs his/her duties on a collateral duty basis. The FICBURLANT Legal Officer coordinates disciplinary and related legal matters involving FICBURLANT personnel.

3. NAVAL LEGAL SERVICES OFFICE, NAVAL BASE, NORFOLK. The Naval Legal Services Office supports FICBURLANT by providing assistance as required concerning disciplinary and legal matters.

4. UNIT PUNISHMENT BOOK. The FICBURLANT Legal Officer maintains the Unit Punishment Book.

5. WILLS AND POWERS OF ATTORNEY. Because of their complexity, wills and powers-of-attorney documents should be executed with the aid of legal counsel; the personnel and facilities of the Navy Legal Services Officer, Naval Station, Norfolk, are available for such assistance.

6. DEGREE OF RESTRAINT. Only the Commanding Officer or Executive Officer will decide the degree of restraint to be imposed upon an accused, except in an emergency situation after normal working hours when this authority is delegated to the Command Duty Officer. The CDO is to inform the Executive Officer of all facts surrounding the case at the earliest practical moment.

5019.1 -- FIGEURLANT COMPLAINT PROCEDURES

Ref: (a) OPNAVINST 5334.13
(b) JAGINST 5800.13
(c) U.S. Navy Regulations, 1973, Articles 1106 and 1107
(d) Uniform Code of Military Justice (UCMJ)

1. BACKGROUND. Reference a) provides information on complaints and a sample complaint procedure which includes various types of complaints, details of which are in references (b), (c), and (d). The Commanding Officer is responsible for the timely and effective investigation, review and action on complaints. In some instances, complaints may be resolved at the individual supervisor, division, or department level. In others, more formal procedures are required. The rights of Navy members as detailed in U.S. statutes, U.S. Navy Regulations, and the Uniform Code of Military Justice (UCMJ) will not be abridged by the procedures in this article. The opportunity to resolve problems at the lowest possible level, thereby maintaining the highest degree of command integrity and leadership, is the goal.

2. POLICY. Ensure that each Navy member receives fair and just treatment in resolving complaints and that each complaint is resolved at the lowest possible level using the chain of command.

3. DEFINITIONS AND PROCEDURES

a. Chapter XI of reference (b) defines a complaint of wrongs as: "a procedure by which a member of the Armed Forces, either officer or enlisted, solicits relief from an action of his/her commanding officer which the member considers to be without basis or unauthorized, arbitrary and capricious, unfair, discriminatory, or unjust, and which results in a personal detriment, harm, or injury to the complainant that is capable of redress in command channels without resort to trial by court-martial or other disciplinary action." This definition applies in general to all complaints. Not all complaints, however, involve the actions of a person's commanding officer. A complaint may involve any superior to the person making the complaint.

b. SPECIAL REQUEST. When a complaint cannot be immediately resolved between the persons involved or with the help of the immediate supervisor, the first course of action for a complainant is to submit a special request. The complainant is to write or type the complaint on a separate sheet of white bond paper, attach it to a Special Request Authorization (NAVPERS

1336/3), and submit it through the chain of command to the Commanding Officer requesting a review of the complaint. This must be done within five working days after the incident occurs. No special format for a complaint is prescribed; however, it should be comprehensive and factual. If the incident is not satisfactorily resolved through this procedure, the complainant has the right to seek a Captain's Request Mast.

c. CAPTAIN'S REQUEST MAST. Every service member has the right to speak with his or her commanding officer at a proper time and place to voice a complaint or obtain assistance in resolving a problem. When mast is requested, each person in the chain of command has the responsibility to forward the request, regardless of whether or not he/she approves the request. (Article 1107 of U.S. Navy Regulations).

d. FORMAL COMPLAINT

(1) If the complaint is not resolved to the complainant's satisfaction through the informal grievance procedures described above, the member has the right to submit a formal complaint to the proper authority.

(2) Any person in the armed forces may file a report of oppression or misconduct against any superior. The complaint shall be in writing and shall clearly identify the superior against whom the complaint is made, the wrong complained of, and the redress desired.

(3) The complaint shall be addressed to the member's immediate commanding officer for resolution, unless the commanding officer himself or any superior not attached to the same command as the complainant is the officer being reported on. In either of these cases, the report is forwarded via the member's immediate commanding officer and the chain of command to the officer who exercises general court-martial jurisdiction over the officer against whom the complaint is made.

(4) See Chapter XI of reference (b), reference (c), and Article 138 of reference (d) for rights of military members and regulations governing formal complaint procedures.

e. CORRESPONDING WITH MEMBERS OF CONGRESS. Authorized under Article 1148 of U.S. Navy Regulations, a congressional letter may be submitted directly to any member of the U.S. Congress at any time unless this communication is unlawful or violates a security regulation. This procedure should be followed as a last resort when recourse through the chain of command fails.

f. SERVICE RECORD CORRECTIONS. Officers and enlisted Navy service members may submit requests for service record corrections to the Board for Correction of Navy Records or Navy Discharge Review Board in accordance with MILPERMAN 504020 and U.S. Navy Regulations Article 1111. This procedure shall be followed only as a last resort after all other administrative avenues have been exhausted.

4. ACTION. Each Division Officer shall conduct training to ensure that each military member understands his/her right to register a complaint via the chain of command. The training should emphasize the procedures outlined in this article and the following guidelines:

(1) That previous disciplinary action or poor judgment on the part of the complainant in no way invalidates or prejudices the complaint.

(2) That appropriate action will be taken if any officer or enlisted member, regardless of rank, is found guilty of taking retaliatory action against an individual for filing a complaint.

(3) That intentional filing of false complaints for purposes such as harassment and embarrassment will not be tolerated and appropriate action will be taken.

5940.1 -- COMMAND EDITOR/WORD PROCESSING DIVISION

1. The Command Editor is the central point for all FICEURLANT (GENSER) published products. The division prepares drafts and smooth formats of all FICEURLANT (GENSER) documents/publications. Word Processing Job Order forms for submission of material are available from the Command Editor. The Job Orders are kept with the project until it is ready for routing. The Command Editor will assist the analyst with the layout of the product, coordinate with drafting to create the covers and graphics, and request the mailroom to provide a printout of the distribution list. The Command Editor prepares the run sheets and job order for the print shop. Documents needing priority handling will be handled on a case-by-case basis.

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2. Verify that each member has a current physical examination.

3. Give the member information on Risk Factor questions on the Risk Factor Directly Physical Readiness Test Results form. Any "Yes" response requires the member to obtain a medical officer clearance before participating in the PRT.

4. Record body composition for all members to be tested. Males with 26% or greater body fat and females with 36% or greater body fat are to be examined by a medical officer for determination of obesity. Members medically diagnosed as obese are not to participate in the PRT.

5. Schedule PRT and submit 10 of results. The Executive Officer will ensure appropriate dissemination of PRT results within the chain of command.

e. Officers and enlisted members who fail any component of the PRT, and members whose percent body fat is greater than 22% male, or 30% female, are required to participate in the command's physical conditioning Level I program. A medical officer must approve participation in the Level I program for members who have been medically diagnosed as obese.

f. Members diagnosed as obese are to be given the opportunity to participate in a Level II (NAAC) or Level III (residential) program, if eligible.

g. The most recent performance on the PRT must be reflected in block 88 of the Officer Fitness Report and block 20 of the enlisted evaluation, using the entries shown in reference (a). Members not meeting minimum PRT standards or who have not taken the PRT are to be given the opportunity to complete the PRT before the fitness report or enlisted evaluation is submitted, provided this does not delay submission of these reports. Comments pertaining to outstanding performance on the PRT will be included in the remarks section of evaluations and fitness reports. Per reference (c), "NOB" is to be entered in block 20 of the enlisted evaluation, and "PRT not observed" is to be entered in block 88 of the fitness report, for members who are pending medical evaluation.

h. Any member, officer or enlisted, who has been medically diagnosed as obese, identified as overfat, fails the PRT or does not take the PRT (for other than a complete medical waiver, is subject to administrative and statutory actions as outlined in reference (a). In particular, members who have been medically diagnosed as obese or fail the PRT for the third consecutive test cycle:

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until they have met or surpassed current and acceptable standards. Members who fail the PRT in the first consecutive test cycle and members who have been previously suspended or placed on leave for 30 consecutive months will be required to undergo administrative separation.

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7220.1 -- MILITARY PAY MATTERS

1. MILITARY PAY DAYS. Navy and Marine Corps personnel are paid twice a month, normally on the 1st and 15th of the month.

2. DIRECT DEPOSIT. All personnel are strongly encouraged to be paid by direct deposit to their designated financial institution. This procedure eliminates the risk of losing a pay check, and ensures early deposit into the designated checking/savings account. Obtain direct deposit forms in the Admin Office.

3. NAVY PAY DAY

a. PAY CODES. There are three pay distribution codes assigned to this command according to the department personnel are assigned to:

3037 - 10 Department and Executive Branch (less JCC and 012A)

3054 - 20, 40, and 50 Departments, 012A, and JCC

3056 - 30 Department

Personnel are assigned a pay code by Admin when they initially check into this command. Any individual who receives their pay check or direct deposit advisory under an incorrect pay code is to contact the Admin Office.

b. Each pay code point of contact is to submit a memorandum to PERSUPDET LANTFLT Disbursing Officer showing the names and signatures of all personnel authorized to pick up pay checks for the respective department pay code.

c. Designated FICEURLANT representatives pick up pay checks and direct deposit advisories from the PERSUPDET LANTFLT Disbursing Office. Distribution is at 0800 each pay day.

4. MARINE CORPS PAY DAY. A FICEURLANT Marine Corps representative picks up pay checks from the Marine Corps Security Force Battalion Atlantic, NAS Norfolk. Distribution is at 0830 each pay day.

7230.1 -- CIVIL SERVICE PAY MATTERS

1. CIVIL SERVICE PAY DAYS. Civil Service personnel are paid every other Tuesday. Checks are mailed to the individual's home address or designated financial institution.

2. LOCATION OF PAY RECORDS. Fleet Accounting and Disbursing Center, Atlantic Building X-32, Naval Station, Norfolk).

3. TIME AND ATTENDANCE CARDS

a. BIWEEKLY TIME CARD AND BIWEEKLY DETAIL LABOR DISTRIBUTION CARD. The immediate supervisor must approve these cards and submit them to the Admin Security Assistant prior to 1130 on the next to the last day of each pay period.

b. CROSS-REFERENCE. See Article 12600.1 of this Manual, concerning overtime and compensatory time.

7321.1 -- PLANT AND MINOR PROPERTY ACCOUNTING

Ref: (a) NAVCOMPT Manual, Volume 3, Chapter 6

1. Plant Property Accounting regulations and procedures are in reference (a) and this article. Plant property is defined as equipment that has an actual or estimated initial acquisition cost of \$1,000.00 or more, has an expected normal useful life of one year or more, and is not consumed in the performance of work. Minor property is equipment that has an initial acquisition cost of less than \$1,000.00.

2. When equipment is first brought into the building, a plant property tag and record must be obtained from the supply office. The tag is permanently affixed to the equipment and the form filled out in its entirety. The Supply Officer signs the plant/minor property record as the Accountable Officer, then subcustodies to the individual who will ultimately be responsible for the equipment. Upon reassignment of the responsible member, subcustody should be transferred to the relieving member. All involved should report to the Supply Office to sign all pertinent paperwork.

3. Reference (a) requires that Plant Property be inventoried every three years. This requirement will in most cases be met by the turnover of custody when FICELRLANT personnel are transferred. In this regard, the Comptroller or his assistant will verify plant property and minor property records before transferring personnel complete check-out; the Admin Office will ensure that the transferring member has obtained the Comptroller's initial on the check-out form. During the first quarter of each fiscal year, the Supply Officer will review all property records. Those records that have not experienced a turnover of custody during the previous three years will be

issued to cognizant departments for inventory and current signature.

7321.2 -- PROPERTY PASS

1. Any time a piece of equipment, either plant or minor property, must be removed from the building, the Supply Office must prepare a Property Pass. This pass contains a description of the item and its serial number (if applicable). The individual removing the equipment is to retain the original copy; the Supply Office keeps a copy.
 2. When the individual returns the property to the FICEURLANT building, he must return the original pass to the Comptroller so that the retained property pass can be annotated with the return date.
 3. Do not remove property from the command for more than seven days or the length of the temporary duty without special authorization of the Comptroller.
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7510.1 -- INTERNAL REVIEW BOARD

Ref: (a) CINCLANTFLTINST 7510.1C
(b) SECNAVINST 5430.92
(c) SECNAVINST 5500.4D
(d) SECNAVINST 5370.2H
(e) OPNAVINST 5239.1A

1. BACKGROUND. The internal review function is designed to provide the Commanding Officer with an independent, in-house capability to review financial and related resources. An active, effective Internal Review Board will provide the Commanding Officer with a continuous objective evaluation of internal management controls, practices, and procedures at all levels to determine adequacy in concept and effectiveness in application. Further, it will ensure financial integrity and effective utilization of all command resources. As a related issue, it will further ensure that command personnel are aware of their responsibility to support ongoing efforts to combat fraud, waste, and abuse (see Article 5200.1 of this Manual).
2. RESPONSIBILITIES. The Internal Review Board will ensure that the command is utilizing resources efficiently, effectively, and for authorized purposes without over-committing, over-obligating, or over-expending authorized

amounts. Specific responsibilities include the following:

- a. Conduct timely review of management practices, procedure., records, accounting systems, and statements and report as directed by the Commanding Officer but in any case at least quarterly.
- b. Ensure that procedures are established for performing current and adequate required validations of undelivered orders, outstanding obligations, accounts payable, and outstanding consignments.
- c. Review safeguards or refinements to existing controls for material and financial accountability.
- d. Conduct random reviews to ensure proper execution of various directed programs such as: 1) cost reduction, (2) budget execution, and (3) physical inventory accuracy.
- e. Audit civilian timekeeping and payroll functions annually.
- f. Ensure command compliance with references (b) through (d).
- g. Conduct an ADP security review to ensure compliance with reference (e).
- h. Participate in reviews of other problem areas, as directed.

3. BOARD MEMBERSHIP. The Internal Review Board is composed of the following:

Chairman - Assistant to Technical Services Department
Head

Members - Med-Mideast-Indian Ocean Analysis Division
Officer
Soviet Union/Northern Europe Analysis Division
Officer
Administrative Department Head
Automated Information System Program Manager

4. ACTION. The Internal Review Board is to conduct an aggressive review program to execute the internal review responsibilities described in reference (a) and paragraph 2 above.

FICEURLANTINST 5000.37
1 JULY 1987

8000-8999 ORDNANCE MATERIAL

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9000-9999 SHIPS DESIGN AND MATERIAL

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10700.1 -- ACCOUNTABILITY, REPAIR, AND DISPOSITION OF
PHOTOGRAPHIC EQUIPMENT

Ref: (a, OPNA/INST 5290.1

1. GENERAL. Reference a) establishes guidelines for the accountability, repair, and disposition of all reportable photographic equipment, regardless of appropriation used for procurement. To ensure efficient procurement, allocation and inventory control of reportable equipment within FICEURLANT, the following requirements will be met:

a. Each department/division maintaining custody of any reportable equipment will be responsible for that portion of the SemiAnnual Inventory/Verification requirements of NAVAIRSYSCOM. This will include, but is not limited to, a sight inventory which will be completed within 15 working days of receipt of the verification report from NA/AIRSYSCOM.

b. The Fiscal Officer maintains individual minor equipage cards on all equipment listed on the NAVAIRSYSCOM report for signature and inventory purposes.

c. Upon relief, change of divisional assignments, and/or transfer from FICEURLANT, all personnel, in company of their relief, will sight-inventory all equipment in the incumbent's custody. Upon satisfactory completion of this inventory, the relieving officer will sign for and accept custody of the equipment. A written report of the turnover inventory will be made to the Commanding Officer via the Technical Services Department Head, the Comptroller, and the incumbent's normal chain of command. To ensure the above, all personnel will check in/out with the Comptroller, who will verify custodial requirements.

d. The Technical Services Department Head will maintain the command copy of the NAVAIRSYSCOM report and will initiate all changes, additions, or deletions in accordance with reference (a). In addition, he/she will also sight-inventory all NAVAIRSYSCOM reportable equipment held by the command on an annual basis, or more frequently if deemed necessary.

e. Equipment assigned to FICEURLANT of the type listed in enclosure (2) of reference (a) will not be purchased, borrowed, repaired, surveyed, transferred, disposed of, or loaned outside the command without the knowledge of both the Comptroller and the Technical Services Department Head who will ensure that the procedures set forth in reference (a) are followed prior to

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initiating any of these activities. 3000 Collets, microscopes, macroscopes, light tables, plotting tables, and assorted lenses are all items reportable in accordance with enclosure #2 of reference .a

11310.1 -- PRIMARY AND SECONDARY ELECTRICAL POWER SYSTEMS

1. GENERAL. Should this command experience a complete power outage, a secondary system, capable of providing full electric power requirements to the building, is available. The switchover from primary to secondary power is accomplished automatically. During normal working hours, the Facilities Engineering Division will monitor the emergency generator operations and coordinate with PWC service technicians. After normal working hours and on weekends/holidays, the OOD will call PWC (4-6328) and ask them to check the emergency diesel generator system in NH-139 room 199, and will have the key in the Aladdin key box available for the service tech to sign out. Restoration of the building to normal power shall be coordinated through the Facilities Engineering Division and the OOD during normal working hours and the OOD after normal working hours.

11320.1 -- FIRE DRILL PROCEDURES

Ref: (a) FICEURLANTINST 1601.1D

1. GENERAL. FICEURLANT conducts periodic fire drills on dates determined by the Executive Officer.
2. PROCEDURES. The steps taken by the Safety Officer, the OOD, and the Fire Marshall for initiating and securing a fire drill are set forth in reference (a).
3. EVACUATION OF BUILDING
 - a. During fire drills, it is imperative that all personnel, with the exception of the Quarterdeck watch and other personnel detailed by specified instructions, immediately evacuate the building using designated exits as shown on diagrams posted throughout the building. Any watch personnel in a duty status will muster at the Quarterdeck.
 - b. Personnel will assemble in the parking lot across the street from the Quarterdeck entrance by department numerically left to right and divisions numerically front to back.
 - c. Division Officers will take sight musters and report results to Department Heads. Department Heads consolidate results of musters and report to the Executive Officer.
 - d. If the fire drill is after normal working hours, personnel shall return when and as directed by the OOD.

11320.2 -- FICEURLANT FIRE BILL

Ref: (a) FICEURLANTINST 5510.1

1. PROCEDURES

a. UPON DISCOVERY OF A FIRE in the FICEURLANT building, the person discovering it will do the following:

- (1) Determine exact location of fire.
- (2) If feasible, attempt to extinguish the fire with available equipment.
- (3) If the fire appears too dangerous for hand-held equipment, pull the auxiliary fire alarm at the nearest station.
- (4) Notify the Quarterdeck watch of exact location and intensity of fire.
- (5) Immediately stow accessible classified material.
- (6) Evacuate the building.

b. Upon being notified of a fire in the FICEURLANT building, the Quarterdeck Watch will do the following:

- (1) Immediately call the Fire Department (4-3333; and activate the nearest fire alarm.
- (2) Notify the following in the order listed:
 - (a) Officer of the Day,
 - (b) Command Duty Officer,
 - (c) Executive Officer, and
 - (d) Commanding Officer.
- (3) Remain on station at the Quarterdeck.

c. Upon being notified of a fire in the FICEURLANT building, the Officer of the Day will do the following:

- (1) THROW THE MASTER AIR CONDITIONING EMERGENCY SWITCH located at the Quarterdeck to the OFF position after the building has been evacuated.

(2) Check the Master Fire warning Control Panel located at the Quarterdeck to determine which zone light is RBL. The zone numbers correspond to the location of fire alarms throughout the building.

(3) If the fire occurs after normal working hours, call the Marine Detachment (extension 4-6355) and request three sentries. Station one sentry outside the front and rear doors and one outside the southside door. Instruct them to halt unauthorized entrance to the building.

(4) When safety conditions permit, post a guard outside building NH-139 to direct the fire party to the scene and control access to secure areas. Bear in mind that the protection of classified material is second in importance only to safeguarding human life.

(5) Assist as necessary in the evacuation of the building and in obtaining medical assistance from the Sewells Point Dispensary (4-1531) for injured personnel.

(6) When the fire is extinguished, conduct a complete inspection of the building to determine if any personnel are in the building; to assess damage; to make initial determination of destruction, loss, or compromise of classified material; and related matters.

(7) Keep the Executive Officer apprised of all matters relating to the fire.

(8) Notify other personnel as necessary. The OOD is authorized to direct the return of officer, enlisted, and civilian personnel as appropriate after the fire has been extinguished to safeguard classified matter and for other purposes as required.

(9) Make OOD Log entries sufficiently detailed and complete for subsequent official usage.

(10) Perform such other duties as are required or as directed by the Commanding Officer/Executive Officer.

d. UPON HEARING THE FIRE ALARM, all other personnel not detailed by specific instructions will:

(1) Immediately stow accessible classified material.

(2) evacuate the building and assemble as outlined in article 11320.1.

e. If the fire is in ADP spaces, rooms 226 or 227, see article 11320.3.

f. As directed by the Commanding Officer, FICELRLANT, the Special Security Officer/Talent Control Officer (SSO/TCO), has been designated as the responsible officer for overall physical security of FICELRLANT SCI spaces. During normal working hours, the SSO/TCO (or his designated representative) will coordinate physical security during execution of a real or drill fire situation. During nonworking hours, the FICELRLANT CWO will coordinate those efforts.

g. The procedures set forth in reference (a) apply if it becomes necessary to abandon FICELRLANT SCI spaces during a fire, and to obtain access to SCI spaces during nonworking hours, to protect and account for classified material in case of a fire.

h. If the fire is during normal working hours, Department Heads determine after it is extinguished the status of personnel not sighted and report the results to the Executive Officer.

i. If the fire is after normal working hours, personnel shall return when and as directed by the Officer of the Day.

j. After the fire is extinguished, Division Officers shall direct responsible personnel to inventory classified material as necessary to determine extent of destruction, loss, or compromise. Take follow-up action as necessary in accordance with applicable directives.

11320.3 -- FIRE BILL FOR THE ADP EQUIPMENT SPACES

1. PURPOSE. The purpose of this article is to promulgate specific procedures to be followed in the event of fire in the computer spaces (Rooms 120 and 227). A thorough understanding of the operations contained herein is necessary to operate the special fire-fighting equipment.

2. ACTION. All personnel, whether permanent or temporary, are responsible for reading and understanding the provisions of this article. In addition, all computer operators (including programmers, maintenance personnel, and outside commands) are to read and initial a copy of this article prior to operating the

computer. The shift supervisor will be responsible for the assignment of specific personnel to fire stations.

a. DO NOT USE water on any fire in the computer spaces.

b. Fire fighting will only be attempted by computer operators for very small fires and then only if at least two people are present in the space.

3. PROCEDURES. Follow these procedures if fire is detected in Rooms 120 or 122.

a. If the fire appears to be extensive:

(1) Engage the emergency electrical shut off switch located to the right of the exit doors.

(2) Ensure all personnel in the space evacuate immediately.

(3) Set off the building alarm located in the passageway outside Room 121.

(4) Ensure Quarterdeck personnel are aware of the location of the fire and depart the building.

b. For small fires:

(1) Engage the emergency electrical shut off switch located to the right of the exit doors.

(2) If there are more than two people in the space, send one to activate the building fire alarm, located in the passageway outside Room 121, and to inform the Quarterdeck; the remaining personnel will fight the fire using the procedures in subparagraph (4) below.

(3) If there are two or fewer people in the space, evacuate the space, activate the building fire alarm located in the passageway outside Room 121, inform the Quarterdeck, and then return with at least two personnel to fight the fire using the procedures in subparagraph (4) below.

(4) Locate the portable 15 lb. CO2 bottle located on the north wall in Room 120 or on the east wall in Room 122. Take the bottle near the fire, break the lead seal, hold the nozzle by the wooden area, point it at the base of the flame, and discharge the CO2 by squeezing the handle on the bottle.

11380.1 -- HEATING AND COOLING SYSTEM OPERATING INSTRUCTIONS

1. GENERAL. This article provides heating and cooling operating instructions for the FICEURLANT building.

2. INFORMATION. Continuous operation of the heating and cooling system in building Nh-139 is essential to maintain proper temperature for both human comfort and operation of temperature-sensitive equipment such as data processing electronic equipment. A frequent cause of loss of heating or cooling is a temporary electrical failure. A failure lasting only a fraction of a second is sufficient to cause an automatic shutdown of one or more pieces of equipment. If a loss of heating or cooling results from this cause, it is a simple matter to restart the system by following the instructions contained in this article.

3. PROCEDURES

a. GENERAL

(1) During working hours, refer all heating and cooling problems to the Facilities Engineering Division who will coordinate with PWC. An AC mechanic is assigned to this building full-time during normal working hours.

(2) Any emergency trouble calls to Public Works necessary during nonworking hours will be made by the FICEURLANT OOD. The trouble call number is 4-3477. The Facilities Engineering Officer or Assistant is to authorize trouble calls to be placed. If they are unavailable, the OOD shall authorize placement of the trouble call.

(3) Every two hours, except during a crisis, the quarterdeck watch is to record the temperature and pressure readings in the penthouse log provided for this purpose. Maintenance personnel use the record of these readings to determine when and why trouble developed. Any deviation in readings other than those posted beneath the gauges will be reported to the Facilities Engineering Division.

(4) During nonworking hours, data processing personnel will report high temperature difficulties to the OOD.

(5) No one other than the OOD/JOOD, Facilities Engineering Division, or Public Works personnel is authorized to operate the mechanical equipment in the penthouse.

(6) If difficulties not covered in this article are encountered during nonworking hours, the OOD will call 4-3477, Public Works trouble desk for assistance. If necessary, inform the trouble desk that the Fleet Intelligence Center Europe and Atlantic has a maintenance-service agreement (#3109) with the Public Works Department that covers trouble calls day or night. The FICEURLANT emergency job order number for this MSA is 1660151.

(7) Do not experiment with any mechanical equipment or the controls which are located in the penthouse.

(8) Should the OOD Bunk room 148 become overheated, check selector cool and heat switch on center of the wall panel located between the exit side doors and double doors to Air Force Room 156. Change the selector switch to the cool cycle.

b. HEATING AND COOLING SYSTEM FAILURE

(1) Check the Honeywell Data Center (control panel with fluorescent-lighted canopy). All lights should be green except for standby pumps and the water tower fan. Unless the command has been advised otherwise, the standby pump lights will always be red. The water tower fan lights will alternate between red and green. When the readings on Gauge No. 9 exceed the limits posted beneath the gauge, the water tower fan will operate and the light will be green. If Gauge No. 9 is within limits posted, the light will be red.

(2) If Gauge No. 9 is green, list which other lights are red

(3) Record time, all temperatures, and pressures for gauges 1 through 15.

(4) Push the start button for each light that should be green, except for the condenser pump light. Push in and immediately let go of button. Push only one button at a time. Wait a few seconds after pushing a button before pushing another one to allow motors to reach full speed and to avoid an overload. Do not push condenser pump button (see paragraph 3b(6) below).

(5) Do not change the position of any switches other than push/start buttons.

(6) If the condenser pump light is red, do nothing; call the Public Works trouble desk (4-3477) to reprime the condenser pump and restart the air conditioner.

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(7) If the condenser pump light is green and all other lights are now green, check the air conditioner in accordance with instructions under "Air Conditioner System Failure."

C. AIR CONDITIONING SYSTEM FAILURE

(1) If the 120-ton system is on line, the chilled water pump, located in the penthouse, must be restarted. There are two pumps - #2 and #3. Restart the pump by pushing the start button on the control panel located on the wall above the pump. DO NOT START BOTH PUMPS! Restart only the pump that was on line previously as indicated by the attached tag. The AC system will then start automatically. If it does not, call Public Works trouble desk (4-3477). Failure of the 120-ton system is indicated by the red light on the quarterdeck.

(2) If the 90-ton system is on line:

(a) Monitor the trouble light panel in front of the air conditioner (the large green machine with "CARRIER" on the side). If the green light next to the machine-start button is on, do nothing. If the temperature is high in computer room 122, call Public Works trouble desk (4-3477).

(b) If the air conditioner machine-stop red light is on, check the six amber lights across the front of the control panel. If any light other than the oil-pressure light is out, make a note of the light (or lights) out and push the machine-start button.

(c) The refrigeration machine has built-in time delays and may start immediately or delay as long as 20 minutes before starting. The machine starts in two stages and may take up to 30 seconds to reach full speed. As the machine starts, its pointer on the AMP gauge to the right will swing from "0" to max right and then settle down to 200 AMPs. If the machine does not start in 30 minutes, call the Public Works trouble desk (4-3477).

(d) If the machine starts and remains running, nothing further is required except to return to the penthouse every 30 minutes during the next 90 minutes to determine if the machine is still running.

(e) Record time, temperatures, and pressures (gauges 1 through 15) by using next available blanks in

penthouse log. If additional space is required, use planks that would normally be used for the rest bay.

(f. If the air conditioner is not running during any of the checks made at 30-minute intervals discussed in paragraph 3c(2)(d) above, repeat the above starting procedures, provided the machine has been off at least 20 minutes.

(g. If it fails to start or if it stops again, call the Public Works trouble desk (4-3477).

(h. It will take the cooling system several hours to recool the building if it has been off for a long time.

d. HEATING SYSTEM FAILURE. Check the system for proper operation in accordance with the instructions in paragraph 3b above. If the system is working properly but is not providing any warm air through the vents, call Public Works trouble desk (4-3477).

e. REPORT. At the beginning of working hours, the OOD will provide the Facilities Engineering Department with a brief report of heating and cooling difficulties experienced, action taken by watch, and action required by the Computer Operations Department.

10700.1 -- ACCOUNTABILITY, REPAIR, AND DISPOSITION OF
PHOTOGRAPHIC EQUIPMENT

Ref: (a) OPNA/INST 5290.1

1. GENERAL. Reference (a) establishes guidelines for the accountability, repair, and disposition of all reportable photographic equipment, regardless of appropriation used for procurement. To ensure efficient procurement, allocation and inventory control of reportable equipment within FICEURLANT, the following requirements will be met:

a. Each department/division maintaining custody of any reportable equipment will be responsible for that portion of the SemiAnnual Inventory/Verification requirements of NAVAIRSYSCOM. This will include, but is not limited to, a sight inventory which will be completed within 15 working days of receipt of the verification report from NAVAIRSYSCOM.

b. The Fiscal Officer maintains individual minor equipage cards on all equipment listed on the NAVAIRSYSCOM report for signature and inventory purposes.

c. Upon relief, change of divisional assignments, and/or transfer from FICEURLANT, all personnel, in company of their relief, will sight-inventory all equipment in the incumbent's custody. Upon satisfactory completion of this inventory, the relieving officer will sign for and accept custody of the equipment. A written report of the turnover inventory will be made to the Commanding Officer via the Technical Services Department Head, the Comptroller, and the incumbent's normal chain of command. To ensure the above, all personnel will check in/out with the Comptroller, who will verify custodial requirements.

d. The Technical Services Department Head will maintain the command copy of the NAVAIRSYSCOM report and will initiate all changes, additions, or deletions in accordance with reference (a). In addition, he/she will also sight-inventory all NAVAIRSYSCOM reportable equipment held by the command on an annual basis, or more frequently if deemed necessary.

e. Equipment assigned to FICEURLANT of the type listed in enclosure (2) of reference (a) will not be purchased, borrowed, repaired, surveyed, transferred, disposed of, or loaned outside the command without the knowledge of both the Comptroller and the Technical Services Department Head who will ensure that the procedures set forth in reference (a) are followed prior to

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initiating any of these actions. Loan Optics, microscopes, macrosopes, light tables, plotting tables, and assorted lenses are all items reportable in accordance with enclosure 2 of reference (a).

11310.1 -- PRIMARY AND SECONDARY ELECTRICAL POWER SYSTEMS

1. GENERAL. Should this command experience a complete power outage, a secondary system, capable of providing full electric power requirements to the building, is available. The switchover from primary to secondary power is accomplished automatically. During normal working hours, the Facilities Engineering Division will monitor the emergency generator operations and coordinate with PWC service technicians. After normal working hours and on weekends/holidays, the OOD will call PWC (4-6328) and ask them to check the emergency diesel generator system in Nh-139 room 199, and will have the key in the Aladdin key box available for the service tech to sign out. Restoration of the building to normal power shall be coordinated through the Facilities Engineering Division and the OOD during normal working hours and the OOD after normal working hours.

11320.1 -- FIRE DRILL PROCEDURES

Ref: (a) FICEURLANTINST 1601.1D

1. GENERAL. FICEURLANT conducts periodic fire drills on dates determined by the Executive Officer.
2. PROCEDURES. The steps taken by the Safety Officer, the OOD, and the Fire Marshall for initiating and securing a fire drill are set forth in reference (a).
3. EVACUATION OF BUILDING
 - a. During fire drills, it is imperative that all personnel, with the exception of the Quarterdeck watch and other personnel detailed by specified instructions, immediately evacuate the building using designated exits as shown on diagrams posted throughout the building. Any watch personnel in a duty status will muster at the Quarterdeck.
 - b. Personnel will assemble in the parking lot across the street from the Quarterdeck entrance by department numerically left to right and divisions numerically front to back.
 - c. Division Officers will take sight musters and report results to Department Heads. Department Heads consolidate results of musters and report to the Executive Officer.
 - d. If the fire drill is after normal working hours, personnel shall return when and as directed by the OOD.

11320.2 -- FICEURLANT FIRE BILL

Ref: (a) FICEURLANTINST 5510.1

1. PROCEDURES

a. UPON DISCOVERY OF A FIRE in the FICEURLANT building, the person discovering it will do the following:

- (1) Determine exact location of fire.
- (2) If feasible, attempt to extinguish the fire with available equipment.
- (3) If the fire appears too dangerous for hand-held equipment, pull the auxiliary fire alarm at the nearest station.
- (4) Notify the Quarterdeck Watch of exact location and intensity of fire.
- (5) Immediately stow accessible classified material.
- (6) Evacuate the building.

b. Upon being notified of a fire in the FICEURLANT building, the Quarterdeck watch will do the following:

- (1) Immediately call the Fire Department (4-3333) and activate the nearest fire alarm.
- (2) Notify the following in the order listed:
 - (a) Officer of the Day,
 - (b) Command Duty Officer,
 - (c) Executive Officer, and
 - (d) Commanding Officer.
- (3) Remain on station at the Quarterdeck.

c. Upon being notified of a fire in the FICEURLANT building, the Officer of the Day will do the following:

- (1) THROW THE MASTER AIR CONDITIONING EMERGENCY SWITCH located at the Quarterdeck to the OFF position after the building has been evacuated.

(2) Check the Master Fire warning Control Panel located at the Quarterdeck to determine which zone light is red. The zone numbers correspond to the location of fire alarms throughout the building.

(3) If the fire occurs after normal working hours, call the Marine Detachment (extension 4-6355) and request three sentries. Station one sentry outside the front and rear doors and one outside the southside door. Instruct them to halt unauthorized entrance to the building.

(4) When safety conditions permit, post a guard outside building NH-139 to direct the fire party to the scene and control access to secure areas. Bear in mind that the protection of classified material is second in importance only to safeguarding human life.

(5) Assist as necessary in the evacuation of the building and in obtaining medical assistance from the Sewells Point Dispensary (4-1531) for injured personnel.

(6) When the fire is extinguished, conduct a complete inspection of the building to determine if any personnel are in the building; to assess damage; to make initial determination of destruction, loss, or compromise of classified material; and related matters.

(7) Keep the Executive Officer apprised of all matters relating to the fire.

(8) Notify other personnel as necessary. The OOD is authorized to direct the return of officer, enlisted, and civilian personnel as appropriate after the fire has been extinguished to safeguard classified matter and for other purposes as required.

(9) Make OOD Log entries sufficiently detailed and complete for subsequent official usage.

(10) Perform such other duties as are required or as directed by the Commanding Officer/Executive Officer.

d. UPON HEARING THE FIRE ALARM, all other personnel not detailed by specific instructions will:

(1) Immediately stop accessible classified material.

(2) Evacuate the building and assemble as outlined in article 11320.1.

e. If the fire is in ADP spaces (rooms 120 or 122), see article 11320.3.

f. As directed by the Commanding Officer, FICEURLANT, the Special Security Officer/Talent Control Officer (SSO/TCO), has been designated as the responsible officer for overall physical security of FICEURLANT SCI spaces. During normal working hours, the SSO/TCO (or his designated representative, will coordinate physical security during execution of a real or drill fire situation. During nonworking hours, the FICEURLANT CWO will coordinate those efforts.

g. The procedures set forth in reference (a) apply if it becomes necessary to abandon FICEURLANT SCI spaces during a fire, and to obtain access to SCI spaces during nonworking hours, to protect and account for classified material in case of a fire.

h. If the fire is during normal working hours, Department Heads determine after it is extinguished the status of personnel not sighted and report the results to the Executive Officer.

i. If the fire is after normal working hours, personnel shall return when and as directed by the Officer of the Day.

j. After the fire is extinguished, Division Officers shall direct responsible personnel to inventory classified material as necessary to determine extent of destruction, loss, or compromise. Take follow-up action as necessary in accordance with applicable directives.

11320.3 -- FIRE BILL FOR THE ADP EQUIPMENT SPACES

1. PURPOSE. The purpose of this article is to promulgate specific procedures to be followed in the event of fire in the computer spaces (Rooms 120 and 122). A thorough understanding of the operations contained herein is necessary to operate the special fire-fighting equipment.

2. ACTION. All personnel, whether permanent or temporary, are responsible for reading and understanding the provisions of this article. In addition, all computer operators (including programmers, maintenance personnel, and outside commands) are to read and initial a copy of this article prior to operating the

computer. The shift supervisor will be responsible for the assignment of specific personnel to fire stations.

a. DO NOT USE water on any fire in the computer spaces.

b. Fire fighting will only be attempted by computer operators for very small fires and then only if at least two people are present in the space.

3. PROCEDURES. Follow these procedures if fire is detected in Rooms 120 or 122.

a. If the fire appears to be extensive:

(1) Engage the emergency electrical shut off switch located to the right of the exit doors.

(2) Ensure all personnel in the space evacuate immediately.

(3) Set off the building alarm located in the passageway outside Room 121.

(4) Ensure Quarterdeck personnel are aware of the location of the fire and depart the building.

b. For small fires:

(1) Engage the emergency electrical shut off switch located to the right of the exit doors.

(2) If there are more than two people in the space, send one to activate the building fire alarm, located in the passageway outside Room 121, and to inform the Quarterdeck; the remaining personnel will fight the fire using the procedures in subparagraph (4) below.

(3) If there are two or fewer people in the space, evacuate the space, activate the building fire alarm located in the passageway outside Room 121, inform the Quarterdeck, and then return with at least two personnel to fight the fire using the procedures in subparagraph (4) below.

(4) Locate the portable 15 lb. CO2 bottle located on the north wall in Room 120 or on the east wall in Room 122. Take the bottle near the fire, break the lead seal, hold the nozzle by the wooden area, point it at the base of the flame, and discharge the CO2 by squeezing the handle on the bottle.

11380.1 -- HEATING AND COOLING SYSTEM OPERATING INSTRUCTIONS

1. GENERAL. This article provides heating and cooling operating instructions for the FICEURLANT building.
2. INFORMATION. Continuous operation of the heating and cooling system in building NH-139 is essential to maintain proper temperature for both human comfort and operation of temperature-sensitive equipment such as data processing electronic equipment. A frequent cause of loss of heating or cooling is a temporary electrical failure. A failure lasting only a fraction of a second is sufficient to cause an automatic shutdown of one or more pieces of equipment. If a loss of heating or cooling results from this cause, it is a simple matter to restart the system by following the instructions contained in this article.

3. PROCEDURES

a. GENERAL

(1) During working hours, refer all heating and cooling problems to the Facilities Engineering Division who will coordinate with PWC. An AC mechanic is assigned to this building full-time during normal working hours.

(2) Any emergency trouble calls to Public Works necessary during nonworking hours will be made by the FICEURLANT OOD. The trouble call number is 4-3477. The Facilities Engineering Officer or Assistant is to authorize trouble calls to be placed. If they are unavailable, the CLO shall authorize placement of the trouble call.

(3) Every two hours, except during a crisis, the quarterdeck watch is to record the temperature and pressure readings in the penthouse log provided for this purpose. Maintenance personnel use the record of these readings to determine when and why trouble developed. Any deviation in readings other than those posted beneath the gauges will be reported to the Facilities Engineering Division.

(4) During nonworking hours, data processing personnel will report high temperature difficulties to the OOD.

(5) No one other than the OOD/JOOD, Facilities Engineering Division, or Public Works personnel is authorized to operate the mechanical equipment in the penthouse.

(6) If difficulties not covered in this article are encountered during nonworking hours, the OOD will call 4-3477, Public Works trouble desk for assistance. If necessary, inform the trouble desk that the Fleet Intelligence Center Europe and Atlantic has a maintenance-service agreement (#3109) with the Public Works Department that covers trouble call a day or night. The FICEURLANT emergency job order number for this MSA is 1660151.

(7) Do not experiment with any mechanical equipment or the controls which are located in the penthouse.

(8) Should the OOD Bunk room 148 become overheated, check selector cool and heat switch on center of the wall panel located between the exit side doors and double doors to Air Force Room 156. Change the selector switch to the cool cycle.

b. HEATING AND COOLING SYSTEM FAILURE

(1) Check the Honeywell Data Center (control panel with fluorescent-lighted canopy). All lights should be green except for standby pumps and the water tower fan. Unless the command has been advised otherwise, the standby pump lights will always be red. The water tower fan lights will alternate between red and green. When the readings on Gauge No. 9 exceed the limits posted beneath the gauge, the water tower fan will operate and the light will be green. If Gauge No. 9 is within limits posted, the light will be red.

(2) If Gauge No. 9 is green, list which other lights are red

(3) Record time, all temperatures, and pressures for gauges 1 through 15.

(4) Push the start button for each light that should be green, except for the condenser pump light. Push in and immediately let go of button. Push only one button at a time. Wait a few seconds after pushing a button before pushing another one to allow motors to reach full speed and to avoid an overload. Do not push condenser pump button (see paragraph 3b(6) below).

(5) Do not change the position of any switches other than push/start buttons.

(6) If the condenser pump light is red, do nothing; call the Public Works trouble desk (4-3477) to reprime the condenser pump and restart the air conditioner.

(7) If the condenser pump light is green and all other lights are now green, check the air conditioner in accordance with instructions under "Air Conditioner System Failure."

c. AIR CONDITIONING SYSTEM FAILURE

(1) If the 120-ton system is on line, the chilled water pump, located in the penthouse, must be restarted. There are two pumps - #2 and #3. Restart the pump by pushing the start button on the control panel located on the wall above the pump. DO NOT START BOTH PUMPS! Restart only the pump that was on line previously as indicated by the attached tag. The AC system will then start automatically. If it does not, call Public Works trouble desk (4-3477). Failure of the 120-ton system is indicated by the red light on the quarterdeck.

(2) If the 90-ton system is on line:

(a) Monitor the trouble light panel in front of the air conditioner (the large green machine with "CAKKIER" on the side). If the green light next to the machine-start button is on, do nothing. If the temperature is high in computer room 122, call Public Works trouble desk (4-3477).

(b) If the air conditioner machine-stop red light is on, check the six amber lights across the front of the control panel. If any light other than the oil-pressure light is out, make a note of the light (or lights) out and push the machine-start button.

(c) The refrigeration machine has built-in time delays and may start immediately or delay as long as 20 minutes before starting. The machine starts in two stages and may take up to 30 seconds to reach full speed. As the machine starts, its pointer on the AMP gauge to the right will swing from "0" to max right and then settle down to 200 AMPs. If the machine does not start in 30 minutes, call the Public Works trouble desk (4-3477).

(d) If the machine starts and remains running, nothing further is required except to return to the penthouse every 30 minutes during the next 90 minutes to determine if the machine is still running.

(e) Record time, temperatures, and pressures (gauges 1 through 15) by using next available blanks in

penthouse loc. If additional space is required, use blanks that would normally be used for the next 317.

f. If the air conditioner is not running during any of the checks made at 30-minute intervals discussed in paragraph 3c(2)(d, above, repeat the above starting procedures, provided the machine has been off at least 20 minutes.

(g) If it fails to start or if it stops again, call the Public Works trouble desk (4-3477).

(h) It will take the cooling system several hours to recool the building if it has been off for a long time.

d. HEATING SYSTEM FAILURE. Check the system for proper operation in accordance with the instructions in paragraph 3b above. If the system is working properly but is not providing any warm air through the vents, call Public Works trouble desk (4-3477).

e. REPORT. At the beginning of working hours, the OOD will provide the Facilities Engineering Department with a brief report of heating and cooling difficulties experienced, action taken by watch, and action required by the Computer Operations Department.

12312.1 -- CIVILIAN POSITION MANAGEMENT (PM), PROGRAM

Ref: (a) SECNAVINST 5310.11C
(b) OPNAVINST 5310.7A
(c) CINCLANTFLTINST 5310.13

1. GENERAL. This article sets forth responsibilities and criteria for an effective position management program within FICELRLANT in accordance with references (a) through (c).

2. DEFINITIONS

a. POSITION MANAGEMENT (PM). The process of organizing tasks into position structures, assigning duties and responsibilities to positions, and evaluating positions for need. The objectives are:

(1) Achieve a proper balance among efficiency, economy, and skills utilization;

(2) Motivate and develop employees;

(3) Attract and retain competent personnel;

(4) Effectively use work processes, equipment, procedures, methods and techniques; and

(4) Correlate with financial and program planning.

b. POSITIONS. All appropriated fund civilian positions (graded and ungraded), and related military positions (those whose functions or responsibilities materially affect the functions or responsibilities of civilian positions). The Position Management Program is directed toward the control and use of civilian positions. However, in any organization where two personnel systems are in operation, there are positions in both systems which are closely related and which impact on each other. Review of an organization will include considering all functions, duties, and responsibilities performed within the organization, to recommend the optimum use of affected civilian personnel. Any proposed changes in military assignments will proceed under procedures and requirements established by the Chief of Naval Operations.

3. POLICY. It is Navy policy that all positions will be established in a manner which assures a sound and economical organizational structure for the efficient accomplishment of mission and optimum use of manpower in terms of both quantity and skills.

4. RESPONSIBILITIES

a. GENERAL. The Commanding Officer has delegated to Department Heads and Division Officers the authority to establish positions and the ultimate responsibility to assign duties and responsibilities to positions. Department Heads/Division Officers are to recommend organizational changes to achieve optimum position structure.

b. COMMANDING OFFICER. The Commanding Officer has final authority over all policies and actions regarding the Position Management Program.

c. EXECUTIVE OFFICER. The Executive Officer is designated as the Position Management Officer (PMO), and as such is responsible for the following actions:

(1) Develop and administer the FICEURLANT position management program and assure that all line managers are aware of their responsibilities for position management.

(2) Serve as Chairman of the Position Management Board and convene the board when situations warrant.

(3) Ensure that changes indicated by position management and classification reviews and evaluations are implemented.

(4) Ensure that results of position management and classification surveys and/or reviews and other position management records are maintained and available for command inspections, preparation of budget and ceiling requests, and other internal purposes.

(5) Ensure line managers conduct an annual position management review simultaneously with the annual classification maintenance review. Position management review procedures are outlined in paragraph 5 of this article.

d. POSITION MANAGEMENT BOARD

(1) Composed of the following members:

Executive Officer	
10 Department Head	As applicable - non-voting
20 Department Head	As applicable - non-voting
30 Department Head	As applicable - non-voting
40 Department Head	As applicable - non-voting
50 Department Head	As applicable - non-voting
Senior Civilian	

Administrative Officer
Security Information
CCFO Rep

2) Meets periodically, as directed by the Executive Officer, to ensure that appropriate considerations are made when positions are established, filled or restructured. As such, it is responsible for the following actions:

a. Review, recommend, or approve proposed departmental reorganizations or position changes.

b. Review results of annual position management reviews to ensure required actions i.e., new position descriptions and amendments are completed within the 60-day timeframe.

(c) Ensure that documentation against position management standards (see reference (a)) is recorded for all new positions GS/GM-13 and above.

e. COMMAND SPECIAL ASSISTANTS, DIRECTORS, DEPARTMENT HEADS, DIVISION OFFICERS, BRANCH OFFICERS AND SUBORDINATE SUPERVISORS. Responsible for the following actions:

(1) Apply the criteria contained in reference (a) when planning reorganizations, changes in position structures, changes in staffing, or assigning new responsibilities, and document such application for submission to the PMO.

(2) Conduct cyclic position management reviews using the standards outlined in reference (a) simultaneously with the annual classification maintenance review, assigning one of the three position management categories listed in subparagraph 5e of this article to each position, and certify to the Position Management Officer that such reviews have been completed.

(3) Ensure that their respective organizations conform to the principles of effective position management, and that appropriate corrective action is taken when the results of position management and classification surveys and reviews indicate a need for improvement in position structure or content.

(4) In conjunction with systematic position management reviews, develop an optimum position structure for their respective organizations. This optimum structure is a goal which may never be completely realized, but will serve as

standard by which proposed position changes can be evaluated. Optimum structures should be updated as changes occur.

5. POSITION MANAGEMENT REVIEW. A Position Management review is the process of analyzing and appraising all positions within an organization with reference to position management standards, and the subsequent placement of the positions into categories, as discussed in subparagraph 3e below. Categorizing positions is not to be confused with determining the accuracy of position classifications, which are determined and corrected through the normal classification process. Position management reviews are of two types: cyclic and individual reviews.

a. In both types of reviews, the following will apply:

(1) Coverage. Special Assistants, Directors, Departments Heads, Division Officers, and subordinate supervisors shall review civilian positions and all related military positions against the position management standards outlined in enclosure (2) to reference (a), and against optimum position structures, once developed.

(2) Documentation. During the course of cyclic or individual position management reviews, document positions that may appear questionable against the elements contained in enclosure (2) to reference (a). Always document positions that fall in other than category I and new positions classifiable to GS/GM-13 or above. Do not necessarily refer to all elements in the documentation (though all elements should be considered), but complete it enough so that the reasons for establishing the position are clearly brought out. Where management recommends an upgrade to an existing position, submit supporting documents/justification to the Position Management Board for review. This justification should show how the position has changed and how the level of responsibility of the position has increased.

b. Optimum position structures. One of the results of systematic position management reviews should be the development of an optimum position structure for each segment reviewed. The optimum structure provides a goal toward which each department will progress, and should be used for management and financial planning purposes. Optimum structures should be updated whenever changes occur in mission, tasks, or authorized staffing. Every vacant position and every proposed new position or change to an existing position should be reviewed against the optimum position structure to determine whether the action should be taken.

c. Effecting actions. Whenever possible, place recommended improvements into effect immediately following completion of position management reviews. Actions requiring approval of higher authority, ceiling, funds or similar action will be coordinated with the related official's office.

d. In addition to the above procedures which relate to both cyclic and individual reviews, the following apply to cyclic reviews:

(1) Complete cyclic reviews normally within one year.

(2) Conduct position management cyclic reviews concurrently with, or prior to, the annual graded and upgraded Wage and Classification Maintenance Reviews coordinated by CCPO. This timing is to assure that functions and requirements for all the positions in a given organization are current and accurate. Such reviews provide a means of identifying jobs or positions that will require cancelling, rewriting, or amending. If, for any reason, the position management cycle extends beyond one fiscal year, the components not covered during the year will be subjected to classification maintenance review must be completed by the end of each fiscal year.

e. Position Management Categories. When position management reviews are conducted, each position will be placed in one of the following categories:

(1) Category I: Position is soundly established as regards funding, workload, manpower, economy, motivation, personnel management, and is critically needed.

(2) Category II: Position is acceptable as established for continuation of incumbent only; or position is of a temporary nature and will be abolished at some future but definite date. Example: Interim position to provide for replacement of an incumbent who is about to vacate the position or is temporarily absent from the position on detail or extended leave; or position is involved in a transfer of functions and will be subject to review and rewrite at the time the transfer is effected.

(3) Category III: Position is not acceptable as constituted under any circumstances. Immediate corrective action must be taken.

6. ACTION

a. The Position Management Board will conduct a periodic

appraisal of the effectiveness of the Position Management System and make recommendations for its improvement. It shall ensure that the requirements on average grade control and the number of high level positions are controlled.

b. Directors, Department heads, and Special Assistants shall ensure that all actions affecting the organization and assignment of duties and responsibilities to positions are in keeping with the criteria set forth in this article. Since the success of the Position Management Program is completely dependent upon mutual cooperation, all levels of supervision are directed to lend maximum support to actions which will further the objectives of the program.

7. PROGRAM PROMOTION. It is expected that mutual observance of the objectives of this program and affirmative consideration of its principles will assure its continuity and minimize cause for disagreement. However, any problems arising in connection with position management reviews shall be resolved through the chain of command, up to the Commanding Officer.

12330.1 -- RECRUITMENT, INTERVIEWS, SELECTION, AND HIRING

1. BACKGROUND. The information in this article is intended to assist FICSURLANT military and civilian supervisors in establishing civilian positions and describes the steps necessary to fill such positions. This article will not deal with how a new civilian billet is obtained. The presumption is that a billet has been authorized and that classification and hiring actions have been directed.

2. PROCEDURES

a. POSITION DESCRIPTION. The supervisor or his/her designee should write the position description and performance standards using the position classification standards for the particular series. The Admin civilian personnel specialist can assist in obtaining a copy of the standards that are required and can arrange for consultation with the CCPO representative for guidance. Several factors are important when writing the position description and seeking classification action on a new position. These include training positions, upward mobility considerations, EEO applicability, working hours (shift work), and appropriate grade comparability with military personnel doing equivalent work. The importance of these factors to the classification and recruiting process cannot be overemphasized. There must be uniform understanding on each and every one of

them from the first line supervisor to the Commanding Officer. The time to deal with misconceptions and misunderstandings is during this first step, not after the billet is filled.

b. RECRUITMENT ACTION. After the position is classified and upon the approval of the Commanding Officer, the supervisor submits a request to the Administrative Department via the chain of command requesting recruitment action for the position. The Administrative Department prepares a Standard Form 52, Request for Personnel Action, for the Commanding Officer's signature and forwards it to CCPO.

c. SELECTION PROCESS

(1) Prior to this, a determination should have been made as to whether the position is going to be advertised only within FICEURLANT or be advertised outside the command as well. Once CCPO has advertised the position and compiled a list of eligible candidates for FICEURLANT, selection must be made in accordance with established FICEURLANT policy for screening candidates. Once CCPO has forwarded the names of eligible candidates, FICEURLANT personnel should have no contact with these persons.

(2) Supervisors should advise the Administrative Department civilian personnel specialist of the names of those selected for interviews. Under no circumstances, during or after the interview process, should anyone advise an interviewee that he or she was selected or non-selected. There is no exception to this. Only CCPO may contact an applicant concerning his or her status. This specifically includes contact with onboard FICEURLANT civilian employees who are applicants for other positions within the command.

d. CIVILIAN SELECTION BOARD. The Executive Officer will appoint a Civilian Selection Board composed of two or more members (one of which will be the supervisor of the vacant position), who will develop criteria for selecting applicants. EEO policy must be followed and an EEO representative will be assigned to every board.

e. HIRING ACTION. The Commanding Officer will review the board's recommendation and notify Admin of his decision. Once the selection has been made, the Admin Office will consolidate all application and board paperwork, and forward it to CCPO for selectees to be notified.

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12330.2 -- INDOCTRINATION OF CIVILIAN PERSONNEL

1. SCOPE. New employees at all grade levels are required to participate in the FICEURLANT sponsored and administered Indoctration Program.

a. Check-in at FICEURLANT is controlled by the Admin Office, which provides necessary forms, time-card information, and general guidance.

b. A security briefing, which is provided by the Admin Office, precedes the issuing of an appropriate access badge and is based upon the degree of access required.

c. An indoctrination concerning duties, training, organization, mission, functions, tasks, regulations, procedures, etc., will be scheduled by the immediate supervisor.

d. New employees are required to attend the Command Indoctration, held monthly in the auditorium.

e. All new civil service employees are required to attend a one-day New Employee Orientation Course at CCPO offered monthly.

2. OBJECTIVE. The objective of the indoctrination program is to welcome and inform new employees, and motivate them to achieve greater efficiency, productivity, and working relationships.

12400.1 -- DETAILS (CIVILIAN)

Ref: (a) Civilian Personnel Manual Chapter 300

1. GENERAL. To "detail" is to assign an employee, on a continuing basis, to duties not covered by his official position description, or to those of another position, for temporary periods. Details may not exceed 120 days without permission from the Office of Personnel Management. The Executive Officer is to be informed, in writing, when personnel are detailed to positions other than their own, and again when details are terminated. See reference (a) for further information.

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12410.1 -- CIVILIAN TRAINING AND THE TRAINING INFORMATION
MANAGEMENT SYSTEM (TIMS).

1. BACKGROUND. The TIMS is a centralized training information system which contains the current records of reported training occurrences of all Navy, Marine Corps civilian employees.

2. PROCEDURES. Use the following procedures to record all training completed by FICEURLANT civilians:

a. All training that is job-related and receives Navy support in time, money, or travel will be entered into the TIMS using DD Form 1556.

b. Self-development courses are those courses that are not job-related and are pursued during non-duty hours. Courses in this category are not entered into the TIMS. Instead, they are entered into the individual's official personnel folder (OPF) when they petition the Consolidated Civilian Personnel Office (CCPO).

c. The Civilian Training Coordinator prepares individual training folders on all civilian personnel; these contain a current TIMS listing of all training completed. Each supervisor retains, and updates as necessary, training folders on each civilian subordinate. The initial TIMS listing is produced by the Office of Civilian Personnel (OCP), Washington, DC, and subsequent listings are produced by the Management Data Division, CCPO. Duplicate copies are included in the individual training folders held at FICEURLANT.

d. Civilian employees are strongly encouraged to review their OPF annually, to ensure that the OPF is current, and that all completed training has been properly recorded. Each civilian employee should review his training folder whenever a new TIMS listing is received.

3. CROSS-REFERENCE. See Article 1500.1 of this Manual, and FICEURLANT/CCPO ANNUAL TRAINING PLAN (FY) held by the Admin Office and all training committee members.

12450.1 -- PERFORMANCE-RELATED CIVILIAN EMPLOYEE AWARDS

Ref: (a) Civilian Personnel Manual Chapter 430
(b) Civilian Personnel Manual Chapter 451
(c) CINCLANTFLTINST 12451.1

1. GENERAL

a. The purpose of this instruction is to reiterate the meanings of the five performance levels established under the Navy's Basic Performance Appraisal Program and to establish FICEURLANT's policy concerning the granting of Quality Salary Increases and Sustained Superior Performance Awards.

b. Performance ratings are assigned annually by the employee's immediate supervisor. After signature, the Reviewer forwards them to the Administrative Office for processing. Performance ratings are to be completed in accordance with reference (a).

2. PERFORMANCE LEVELS. Reference (a) defines the five performance levels identified in the Performance Appraisal and Rating System. These five levels are:

- Unsatisfactory. Performance fails to meet the marginal performance standard and is unacceptable. Usually the employee's performance will show serious deficiencies in terms of quantity, quality, or timeliness.
- Marginal. Performance meets the marginal performance standard; improvement is needed.
- Satisfactory. Performance falls between the marginal and highly satisfactory standards; all requirements are met.
- Highly Satisfactory. Performance meets the highly satisfactory standard; requirements are more than fully met.
- Outstanding. Performance significantly exceeds the highly satisfactory standard and is truly exceptional.

Supervisors will ensure that the standards they set for each performance element and the ratings they assign adhere strictly to the performance levels described above.

3. POLICY

a. Reference (a) establishes criteria to be followed in assigning summary ratings. All FICEURLANT summary ratings will be assigned in accordance with these requirements.

b. Reference (b) describes the Incentive Awards Program, the purpose of which is to motivate employees and to increase productivity and creativity by employees whose job performance is substantially above normal job requirements and performance standards.

c. To ensure that funds are available for equitable distribution in keeping with the purpose of the Incentive Awards Program, award amounts for FICELRLANT employees will be set per reference (c).

4. AWARDS

a. Quality Salary Increases (QSIs). Considered by the Civilian Action Review Board only for outstanding summary ratings.

b. Sustained Superior Performance Awards (SSPs). Considered by the Civilian Action Review Board for outstanding or highly satisfactory summary ratings. The Board will make a percentage recommendation to the Commanding Officer per the following guidelines:

(1) Highly Satisfactory evaluation. Monetary award will normally not exceed the amount of a one-step increase.

(2) Outstanding evaluation. Monetary award will normally not exceed the amount of one and one-half step increase. (NOTE: Cash awards in excess of \$2,500 must be approved by the Fleet Commander).

c. No cash awards will be approved for satisfactory summary ratings.

d. The Commanding Officer has final approval/disapproval on all awards.

12450.2 -- CIVILIAN ACTION REVIEW BOARD

1. BASIC FUNCTION. The Civilian Action Review Board reviews all pending civilian personnel actions, provides the Commanding Officer with guidance on the issues involved, and recommends a course of action. The Civilian Action Review Board also administers the Military Cash Awards Program (MILCAP).

2. MEMBERSHIP

a. The Civilian Action Review Board is composed of eight members as follows:

- Executive Officer (Chairman)
- 10 Department Head
- 20 Department Head
- 30 Department Head
- 40 Department Head
- 50 Department Head
- Senior Civilian
- Administrative Assistant

b. The Executive Officer is the Chairman of the Civilian Action Review Board; and at his discretion, the Security Assistant researches, prepares, and presents civilian personnel actions to the board, and acts as the recorder.

c. A quorum of five members, including the Executive Officer, reviews civilian personnel actions.

3. PROCEDURES

a. The Civilian Action Review Board considers all civilian personnel actions as they develop, including the personal and financial desirability of each action. Civilian actions include: quality salary increases, incentive awards, and performance awards. The CCPO Manual held by all board members will be used as the primary reference for all actions considered.

b. A report on each action, including the issues and recommendations (of the majority) will be forwarded to the Commanding Officer.

c. Minority recommendations may be prepared by any member of the board and forwarded with the majority report to the Commanding Officer.

d. To allow ample time for the Commanding Officer's evaluation, expedite the recommendation process.

4. CONVENING DATES. The Executive Officer will convene the Civilian Action Review Board.

12450.3 -- CIVILIAN OF THE QUARTER PROGRAM

1. BACKGROUND. Navy policy is to promote and encourage maximum participation by civilian personnel to improve government operations, and to subsequently recognize those individuals for their superior performance. To recognize superior performance by FICEURLANT civilian personnel, a civilian employee, GS-9 or junior, will be designated each quarter as the "Civilian of the Quarter."

2. ELIGIBILITY. All civil service employees in pay grade GS-9 and junior who have been attached to FICEURLANT for a minimum of six months are eligible for nomination as "Civilian of the Quarter."

3. NOMINATION. Each department may submit one nomination to the Administrative Officer no later than the 18th of March, June, September, and December. Sample nomination letters are in the Administrative Office.

4. SELECTION

a. The Civilian of the Quarter selection board will meet during the last week of March, June, September, and December, and select one individual as the "Civilian of the Quarter." The Board will be comprised as follows:

Executive Officer (as Advisor)
Senior civilian (or designated representative) in the
10, 20, 30, 40, and 50 Departments

A Board member will not be a direct line supervisor of any of the nominees.

b. Criteria for selection will be demonstrated excellence over and above that of his/her contemporaries in the following categories:

(1) Professional ability

- (a) To accept responsibility
- (b) To accept and accomplish assigned tasks
- (c) To instruct and to receive instructions
- (d) To work as a leader, or as a member of a team

(2) Conduct, behavior, and attitude

- (a) Initiative
- (b) Resourcefulness
- (c) Motivation
- (d) Dependability

5. HONORS AND AWARDS

- a. Recognized by a FICEURLANT Letter of Appreciation prepared by the department to which the selectee is assigned.
 - b. Presented a suitably inscribed command plaque.
 - c. Presented a command certificate.
 - d. Authorized a reserved parking space for three months.
 - e. Photograph will be displayed on plaque on the quarterdeck.
-

12511.1 -- POSITION AND JOB DESCRIPTIONS

Ref: (a) Civilian Personnel Manual Chapter 511

1. GENERAL. Each civilian position within the "allocated ceiling" will have a current and approved Position Description (graded employees) or Job Description (ungraded employees). A Position or Job Description is "approved" when the following criteria have been met:

- a. The Commanding Officer has authorized establishment of the position within the authorized ceiling.
- b. CCPO has completed classification procedures.
- c. Funds have been allocated and are available for employing an eligible and qualified person to fill the position.

2. EXCEPTION. There may be times when a position remains vacant because funds are temporarily not available or recruitment action has failed to locate a qualified and eligible candidate, or the Commanding Officer has decided to leave the position vacant, pending reevaluation. In these cases, the position is considered "approved" unless the Commanding Officer or higher authority disagrees.

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3. WRITING POSITION AND JOB DESCRIPTIONS. Position descriptions and job descriptions must conform to instructions in reference 3 and include the following in-house procedures:

a. Submit typewritten rough drafts of new, revised or amended Position and Job Descriptions, which must include performance standards, to the Admin Office for submission to the Position Management Board.

b. Upon approval of the rough draft by the Commanding Officer, the appropriate Directorate secretary will type the Position or Job Description in smooth draft.

c. Forward the smooth draft to the Admin Office. Admin will type the Cover Page, "POSITION OR JOB DESCRIPTION" (NAVSO 12510/7), and a Form 52, "REQUEST FOR PERSONNEL ACTION", then route the entire package to the Commanding Officer, via the chain of command.

d. The Admin Office will forward the original and three copies to CCPO for classification action, retaining one copy for record purposes.

e. When CCPO completes the classification action, it will retain one copy and return the original and two copies to FICDURLANT. The original is marked "Activity File Copy", one copy is marked "Supervisor's Copy", and one is marked "Employee's Copy."

f. Upon receipt of the original and two approved copies, the Admin Office distributes them to appropriate personnel and destroys the interim copy which was retained for record purposes.

4. ANNUAL REVIEW OF POSITION AND JOB DESCRIPTIONS. At least once yearly, Directors will ensure Position and Job Descriptions are reviewed, and will submit revisions or amendments in double-spaced, rough-draft format, following the procedures contained in paragraph 3 above.

5. POSITION/JOB DESCRIPTION TITLES AND ORGANIZATIONAL TITLES. Frequently, the Position/Job Description Title assigned by the Classification Specialist is different from the organizational title assigned by this command. When a position has both an organizational title and a Civil Service Title, the organizational title must appear in Block 16 of Optional Form 8, and full information concerning both titles must be included in all written communications.

12570.1 -- TIME IN TRAVEL STATUS

Ref: a) Civilian Personnel, Article Chapter 583

1. GENERAL. An employee shall not be required to travel on days off, to be at work at a temporary duty station. When emergencies occur or when events cannot be controlled realistically, travel time must be compensated for by overtime or compensatory time. See reference (a) for more information.

12600.1 -- HOURS AND DAZE OF WORK, OVERTIME, AND COMPENSATORY TIME

1. GRADED EMPLOYEES. Graded employees work from 0715 to 1545, with 30 minutes for lunch, Mondays through Fridays. FLEX-HOURS are authorized for personnel who find it more advantageous to participate in a carpool with personnel from another command. For those individuals, the hours can range from 0730 to 0745 for beginning work, and from 1530 to 1615 for securing.

2. UNGRADED EMPLOYEES. Ungraded employees work from 0615 to 1430, with 30 minutes for lunch, Mondays through Fridays.

3. OVERTIME AND COMPENSATORY TIME

a. OVERTIME. Overtime is duty performed in excess of eight hours per day or 40 hours per week.

b. COMPENSATORY TIME. Compensatory time is time off with pay, and is granted in lieu of overtime pay for overtime work.

c. AUTHORIZATION

(1) The Director or his/her representative may approve compensatory time, as delegated in writing. Compensatory time should be recorded on the Time and Attendance Card and the Overtime Request and Authorization (NAVEXOS 4377, form in the same manner as leave.

(2) When an employee requests compensatory time in lieu of overtime, he will affix his initial adjacent to the space titled "Compensatory Time Earned" on the Time and Attendance Card. Approval must be given prior to the occurrence, to ensure credit for the time. Scheduling and granting overtime is the prerogative of the command, not the employee. Compensatory time, when elected, will correspond to the actual overtime, and

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will not accumulate beyond 30 hours. However, any excess which accrues during the last 30 days of the leave year may be carried over. Directors will grant compensatory time before annual leave and at the earliest practicable opportunity (normally within 30 days).

(3) The Director must sign the Time and Attendance Card and approve all overtime.

(4) Payment of overtime or crediting of compensatory time is limited to the extent that the aggregate compensation for any pay period does not exceed the maximum rate for GS-15.

(5) The budget estimates will not include increases over the amount for the preceding year for premium pay that must be specifically and fully justified. Nothing is to be construed as encouraging or condoning the ordering or approval of unrecorded overtime or compensatory time work.

4. TIME AND ATTENDANCE CARDS. See Article 7230.1 of this Manual.

12630.1 -- ABSENCES AND LEAVE

Ref: (a) Civilian Personnel Manual Chapter 630

1. GENERAL. Basic Navy policy requires that annual leave will be granted freely when employees can be spared from their duties, and leave for other reasons, such as sickness, will be granted whenever circumstances warrant. Reference (a) provides guidance except for leave without pay. Cognizant Directors will approve LWOP for a period not to exceed five working days. Submit requests for more time to the Executive Officer, via the chain of command.

12713.1 -- EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAM ADMINISTRATION

Ref: (a) Public Law 92-261, Equal Employment Opportunity Act of 1972 (NOTAL)
(b) Section 501, Rehabilitation Act of 1973 (NOTAL)
(c) Civil Service Reform Act of 1978
(d) Age Discrimination in Employment Act of 1967 (NOTAL)

1. GENERAL

a. This article establishes requirements in support of the Equal Employment Opportunity (EEO) program throughout the command. These requirements are in addition to those policies established by the Equal Employment Opportunity Commission, Office of Personnel Management, and Department of the Navy.

b. This article applies to all civilian personnel and military personnel who supervise civilians.

2. DISCUSSION

a. It is the policy of the Commanding Officer that equal opportunity for minorities and women will be provided within all components of the command. The command is to establish and aggressively carry out an affirmative action program which will meet the requirements set forth by reference (a).

b. In addition to the action items covered by reference (a), the primary responsibility for Equal Employment Opportunity rests directly with the Commanding Officer who must implement Upward Mobility Programs, to ensure the recruitment of minorities and women; take action to increase the skills of minorities and women; and determine where minorities and women are underrepresented regardless of the number of employees in a given series. Corrective actions must be taken if such situations exist.

c. While others must assist in the development and implementation of the program, directors, department heads, division officers, managers, and supervisors are personally responsible to the Commanding Officer for ensuring that the requirements of this article are carried out.

3. POLICY

a. Consistent with references (a) through (d), all members of the command shall be afforded equal opportunity for advancement to their maximum potential. Civilian employees shall not be discriminated against on the basis of race, sex, age, color, national origin, religion, or non-disqualifying physical or mental handicap.

b. In addition to providing equality of opportunity for the total civilian work force, affirmative employment programs shall be established and directed at women, minority and handicapped

employees. Program focus for the handicapped will include both employment and improvement of facility accessibility.

c. The Commanding Officer as designated as the Equal Employment Opportunity Officer (EEOO) and shall ensure EEO program coverage to every U.S. citizen civilian employee.

d. Military and civilian managers and supervisors shall be held accountable for meeting established EEO goals and objectives, and their performance in this area shall be indicated within the applicable performance appraisal system where appropriate. Further, criteria for advancement within supervisory and management positions shall include demonstrated performance in meeting EEO objectives.

4. DUTIES AND RESPONSIBILITIES

a. COMMANDING OFFICER. Responsible for the development and implementation of an affirmative action program designed to meet the needs of the organization and for ensuring that policies issued by higher authority related to Equal Employment Opportunity are vigorously and positively carried out. He will meet at least semi-annually with his Deputy Equal Employment Opportunity Officer (DEEOO, EEO Committee, and EEO Counselor(s)) for open and frank discussion on progress being made in the program and identification of problem areas which are impeding progress.

b. MANAGERS AND SUPERVISORS (military and civilian)

(1) Ensure that command personnel selected to handle EEO responsibilities are made available to perform their respective duties.

(2) Responsible for ensuring equality in selections, promotion, training, details, discipline, and recommendations for awards.

(3) Because of their essential role in providing equal opportunities, all supervisors are to receive special training in the implementation of EEO concepts. Furthermore, in their annual performance ratings and in consideration for awards, the effectiveness of their efforts in carrying out their equal employment responsibilities will be one of the factors considered.

4) Personally responsible for achieving full integration and greater use of minorities and women in their respective departments.

5. In the development and execution of policies affecting civilian personnel, will coordinate their efforts with EEO officials within the command.

c. DIRECTOR, NAVAL BASE CIVILIAN PERSONNEL OFFICE. Responsible for providing statistics as required for analysis of the EEO program within the available resources to do so, will undertake recruitment to overcome barriers identified by the Commanding Officer or DEEOC in the Federal Equal Opportunity Recruitment Program (FEORP), and provide other appropriate staff support to the Commanding Officer and DEEOC.

d. DEPUTY EEO OFFICER (DEEOC). The DEEOC is the EEO program manager and advisor to the EEOC on all EEO matters, including the Federal Women's, Hispanic Employment, Upward Mobility, and Handicapped programs, and will report directly to and be supervised by the Commanding Officer. The DEEOC's duties include the following:

(1) Participate in the development and/or review of present and proposed activity policies affecting the civilian work force, including serving on ad hoc or regular committees that make or recommend decisions on new positions, training, and other personnel management policies.

(2) Develop the Civilian Affirmative Action Program (AAP) based on the input from activity managers and supervisors as designated officials.

(3) Participate in the development of EEO training activities for supervisors and managers.

(4) Monitor progress of minorities and women in the work force and identify areas in need of additional program effort.

(5) Inform NBCP Staff Personnelist upon receipt of informal complaint. Provide typing assistance for necessary paperwork at all levels of complaint processing.

(6) Participate in the development of plans for the Federal Equal Opportunity Recruitment Program FEORP.

(7) Supervise the Federal Women's Program Manager and other EEO specialists in the execution of program responsibilities, including evaluating their performance of EEO duties.

(8) Provide training for and guidance to EEO counselors and the EEO Committee, evaluate EEO counselors' and EEO Committee members' performance of EEO duties.

(9) Review recommended "outstanding" performance ratings and awards for extraordinary performance for supervisors and advise whether EEO performance meets the established standards.

(10) Monitor all Requests for Personnel Actions (SF 52's) issued at activity, to keep abreast of staffing changes.

(11) Provide information, including reports, as required or requested by higher authority.

(12) Advise Merit Pay System members in setting EEO objectives.

e. FEDERAL WOMEN'S PROGRAM MANAGER (FWPM). The FWPM will advise the DEEOC on all matters pertaining to the employment of women. The FWPM's duties will include the following:

(1) Conduct studies of women's representation in and progress toward high level positions in the activity and of matters that affect women's relative employment status; e.g., recruitment activities, training opportunities, and selection procedures.

(2) Participate in the development and implementation of the AAP and EEO policy directives and in the preparation of EEO reports.

(3) Participate in the development of training activities whose purpose is to assist women to progress in occupations and to levels in which they are underrepresented.

(4) Develop special programs and prepare publicity to increase the awareness of and/or sensitivity to the abilities, accomplishments, potential, and problems of women in the work force.

(5) Counsel or refer women to appropriate sources for counseling to assist them in preparing for positions to which they aspire.

(6) Serve as a voting member of the Human Relations Council and EEO committee and serve on other boards and committees whose decisions or recommendations affect the morale, employment, or advancement of women.

(7) Participate in the development of recruitment plans, including those for special employment programs, e.g., FEORP.

(8) Maintain contacts with community organizations concerned with women's issues to disseminate information about activity employment opportunities, to advise and assist potential job applicants, and to foster cooperative relationships between the organizations and the activity.

f. EEO COMMITTEE. A "task oriented" monitoring and recommending body to the DEEOC and EEOC, receiving direction from the DEEOC and providing resources and support to all primary EEO program officials. Develops recommendations to the

DEEOC for action items to be included in the AAP and for determining attitudes by, and toward, minorities and women throughout the activity. The Committee will include a representative number of minority and women employees.

g. EEO COUNSELORS. EEO counselors perform a vital function during the first stage in the discrimination complaint procedure and should be carefully selected. When a problem is brought to the attention of a counselor, he/she will:

(1) Conduct an interview with the person to obtain a full understanding of the problem relating to EEO. If the problem does not involve unlawful discrimination, the counselor advises as to the appropriate channel for requesting redress.

(2) Seek information from supervisors, civilian personnel officials, and any other person having knowledge relating to the problem. The counselor will also review pertinent records, including official personnel folders when necessary, to resolve the issue(s).

(3) Explore with the counselee and with line and staff officials ways in which the problem could be resolved to the person's satisfaction; e.g., by providing information not known or understood by that person, or by aiding in correction of the circumstances that gave rise to the problem.

(4) Make arrangements for discussions between the person and appropriate line and staff officials when it is believed that this would contribute to resolution of the problem.

(5) Make recommendations to supervisors/managers of actions to resolve the problem when appropriate.

(6) Advise the counselee concerning the merits of the problem presented, explaining the reasons when counselor believes no basis exists for a discrimination complaint (but without trying to restrain the person from filing a complaint).

(7) Advise the counselee concerning his/her rights and procedures for filing a formal complaint if the matter is not resolved to the satisfaction of the counselee.

(8) Keep a record of all interviews, advice, recommendations, and other information relating to the employee/applicant problem, providing a report based on this data to the DEEOC.

(9) Provide information to the DEEOC concerning number of persons counseled and nature of problems raised.

5. EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURES

a. An employee or applicant for employment who believes that he/she has been discriminated against because of race, color, religion, sex, national origin, age, physical or mental handicap, or reprisal for prior EEO complaint involvement must initially contact the EEO office within 30 calendar days of the date of the act or decision, or if a personnel action, within 30 calendar days of the effective date.

b. An EEO counselor will be assigned and shall conduct an impartial inquiry into the matter giving rise to the allegation. Insofar as practicable, the final interview will be conducted with the counselee not later than 21 calendar days of the date on which the case was assigned. If the final interview has not been conducted within 21 calendar days, and the matter has not been resolved to the satisfaction of the individual, the counselor will inform the individual orally and in writing of the right to file a formal complaint.

c. The formal complaint must specify the basis of the allegation, include a description of the situation giving rise to the allegation, and must be signed by the complainant. The

complaint must be limited to the matter presented to the EEO counselor and must be filed within 15 calendar days of receipt of the notice from the counselor of the right to file.

d. The date the formal complaint is deemed filed is the date it is delivered to the EEOC or the postmarked date if mailed. The EEOC, DEEOC, and FWPB are designated as officials who can receive formal complaints

e. Additional information concerning individual complaints is contained in CPI 713-B.

12752.1 -- DELEGATION OF AUTHORITY TO PROPOSE AND/OR EFFECT
ACTIONS TO CORRECT DEFICIENCIES IN CONDUCT AND/OR
PERFORMANCE

Ref: (a) CPI 752
(b) CPI 432
(c) CCPO Manual, Chapter 752
(d) CCPO Manual, Chapter 432

1. PURPOSE. To delegate authority to supervisors of the Fleet Intelligence Center Europe and Atlantic to propose and/or effect adverse actions and/or actions based on unacceptable performance against civilian employees.

2. BACKGROUND. Reference (a) assigns the Commanding Officer responsibility for the administration of disciplinary matters within the command. It also authorizes further delegation of this authority to subordinate supervisors. Reference (b) delegates authority to the Commanding Officer to propose and decide reduction in grade and removal based on unacceptable performance and authorizes further delegation within the command.

3. DELEGATION OF AUTHORITY. Authority to effect suspensions of more than 14 days, reductions in grade or pay, and removals is retained by the Commanding Officer. As provided under references (a) and (b), authority is hereby delegated to supervisors of FICEURLANT as follows:

a. FIRST LINE SUPERVISORS. Authority to orally admonish employees and to issue letters of reprimand.

b. DEPARTMENT HEADS/DIVISION OFFICERS. Authority to propose suspensions of 14 days or less.

c. DIRECTORS/SPECIAL ASSISTANTS

(1) Authority to effect suspensions of 14 days or less.

(2) Authority to propose suspensions of more than 14 days, reductions in grade or pay, and removals.

(3) Authority to sign discharge notices for employees serving on trial periods (less than one year of permanent service).

4. ACTION. Designated officials listed may take any of the actions delegated to a subordinate official, and will:

a. Discuss and coordinate with the Employee and Labor Relations Department, CCPO any contemplated disciplinary action or action based on unacceptable performance against subordinate civilian employees, prior to the initiation of any action. The delegation outlined in paragraph 3 provides full procedural rights; however, not all FICEDURLANT employees will be entitled to those rights, depending on the length of their appointment

and type of service. The Employee and Labor Relations Department staff will provide definitive answers concerning procedural entitlements of civilian employees.

b. Exercise delegated authority in a fair and equitable manner.

c. Be guided by the provisions of references (c) and (d) in the discharge of that authority.

12900.1 -- CIVILIAN INJURIES

Ref: (a) Civilian Personnel Manual Chapter 810

1. GENERAL. When injured during normal working hours, an employee should report immediately to his/her supervisor. No matter how slight the injury, the employee should receive adequate medical treatment, whether at a Federal Medical Facility or a private physician or hospital. The Supervisor must ensure that all injuries are reported on a Form CA-1, "Employee's Notice of Injury", which is available in the Admin Office. Procedures are described in reference (a).